

Part-Time Intake Coordinator Job Overview

Hours: 15 to 25 hours per week

Compensation: \$15/hour

Start Date: March 2021

Position Type: Part-Time, Temporary (12-month contract)

OCD North is a specialized mental health clinic located in downtown Barrie and expanding virtually across Canada. We are Exposure and Response Prevention (ERP) specialists serving individuals and families affected by Obsessive-Compulsive Disorder (OCD). Our organization believes in OCD treatment, education, and advocacy to better serve the OCD community. Role

Overview

As a receptionist with OCD North, you are part of an expert team. You are the first point of contact with clients and you understand how vital your role is in providing our clientele with professional, competent and empathetic service.

The above mentioned is only possible when the team is cohesive and synchronized. Our mission is to provide evidence-based best-practice while supporting our team to ensure you can do your job effectively.

The daily responsibilities of an Intake Coordinator include

- Answering phones, directing calls and providing information regarding the clinic; • Monitor email and other correspondence with clients;
- Manage client files and ensure documents are filled correctly (both electronic and physical files);
- Scheduling new and existing clients;
- Accounts Payable / Accounts Receivable (ensure all clients are billed correctly);
- Sending intake and other forms to clients.

Qualifications

- Some post-secondary education in a related field;
- Have demonstrated experience in a similar role for a minimum of 2 years;
- Demonstrated customer service experience

Additional Qualifications

- Experience using Jane App Clinic Management Software;
- Experience in the private sector;
- Ability to communicate in a second language;
- Have knowledge or interest in marketing, social media, and content creation.

Location

The successful candidate will work from our clinic location in Barrie, Ontario. During the COVID-19 pandemic, our services are considered essential. As such, we have precautions in place to keep our clients, staff, and students safe.

Application Instructions

Please submit a resume and cover letter expressing your interest in this role while showcasing your personality and skills. The application deadline for this position is **8 am on Friday, February 5, 2020**. Please note that we will not consider applications that don't include cover letters. Applications can be emailed to mbragg@ocdnorth.com with the subject line: Intake Coordinator and your name.

OCD North is committed to employment equity and diversity in the workplace. We are also committed to ensuring that each individual will have genuine, open, and unhindered employment opportunities within our company.

We appreciate your time and effort in submitting your application, but we will only respond to those applicants if we see a potential fit. Thank you for your interest