

**JOB POSTING**  
**ST. CHRISTOPHER'S INN**  
**5/2/18**

**POSITION:** Full-time Admission Coordinator

**DEPARTMENT:** Admissions

**DAYS:** Monday to Friday

**HOURS:** 8:30am to 5:00pm

**POSITION SUMMARY:**

Responsible for overseeing back office functions of Admissions Department. Responsible for the pre-screening and scheduling of potential admissions into St. Christopher's Inn. Must be highly organized and able to adapt to new systems; must be computer literate and teachable regarding government and internal agency data systems; knowledgeable of Microsoft Word and Excel. Organizes departmental monthly statistics; knowledge of healthcare scheduling; knowledgeable of medical terminology, ability to copy and file; ability to work in typical office setting. Must have good oral and written communication skills as well as good interpersonal skills, other duties as assigned.

**QUALIFICATIONS:**

- Associate Degree required, Bachelor's Degree preferred
- 5 Years Clerical experience
- Minimum of 2 year's experience working in the Substance Abuse/Chemical Dependency/Mental Health field.

***Interested candidates should pick up an application for posted position From the Human Resources Department; or you can get one by e-mailing [HR@atonementfriars.org](mailto:HR@atonementfriars.org). The application should be completed and Returned to H.R. via e-mail or faxed to 845- 424-2165.***