

Join Our Team!



Front Desk Coordinator

Lighthouse Behavioral Health Center is a reputable mental health agency that has an exciting opportunity for a dynamic administrative professional seeking a dedicated work environment where they can make an immediate impact.

We are seeking a **full-time** front desk coordinator with 2+ years of experience in an office setting. This position requires strong administrative skills to include:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)- must have at least 2 years of experience
- Typing over 50 words per minute
- Extremely detail oriented
- Excellent organizational skills
- Strong oral, written and interpersonal communication skills
- Time management skills
- Ability to multi-task in a fast-paced environment
- Knowledge of health insurance plans is a plus

The position will require candidates to be able to multi-task, problem solve, and maintain a high level of professionalism at all times. Individuals that do not excel in multi-tasking, attention to detail and problem solving should not apply.

Duties include:

- Taking new client referrals
- Answering, screening, and directing phone calls
- Greeting clients and collecting copays
- Scheduling appointments
- Providing appointment reminder calls
- Assisting all departments to include human resources and billing
- Provide general clerical support including mailing, scanning, faxing, copying, & basic technical support
- Data entry
- Uphold all confidentiality policies and procedures of the agency
- Understand and retain basic knowledge of agency programs and services
- Ensuring common areas are organized and well-kept

Salary:

- Compensation is competitive and based on experience.

Benefits:

- Bonuses based on performance
- Paid Time Off
- Holiday Pay
- Health, dental, & vision insurance with company contribution
- IRA retirement plan with employer match
- Ongoing training and professional development

Interested candidates please email resumes to szayhowski@lbhc.org.