Midtown Home Health Services, Inc.

Job Description

Title: Receptionist/Scheduler-Placement Coordinator

Reports To: VP of Operations

Qualifications: The Receptionist/Scheduler-Placement Coordinator position is essential to the delivery of quality service from the selection of appropriate direct service staff to client satisfaction. The Receptionist/Scheduler-Placement Coordinator must have strong organizational skills, and excellent communication skills. The individual should display initiative, be able to work independently and the ability to work well with others.

Primary responsibilities consist of the following, but not limited to:

- Take off and put on answering service. Answer phone, direct calls and distribute incoming mail. Distribute paychecks on payday.
- Assist in scheduling direct service staff as needed.
- Communicate with Case managers any pertinent information when necessary.
- Carry on-call cell phone when necessary.
- Attend internal agency team meetings.
- Comply with agency policies and procedures.
- Assist with any special and/or related projects.
- Able to Speak, Read and write Spanish.

Revised 1/30/14