

Job Description

Position available for an intake and administrative coordinator at Madison Park Psychological Services (MPPS)

MPPS is an award winning psychotherapy group practice focused on high quality of care and integrating ancient eastern wisdom to cure modern western health issues. We are a diverse group and are looking for someone who will fit in the culture of our practice and embody our diversity, honesty, trust, balanced and hard working core values. The chosen candidate will believe in the practice's value and principles and will be dedicated to improving the practice's operations and promoting it.

Our intake and administrative coordinator will believe in combining therapy with Eastern Medicine modalities particularly Traditional Chinese Medicine modalities such as acupuncture, acupressure and Qigong to achieve best results. She/he will practice the form of Qigong taught in the practice as a self-care measure.

We are looking for an applicant with:

- a warm and calm demeanor, an empathic attitude and a positive energy.
- strong verbal communication skills
- very good organization skills with attention to details and multitasking skills, who is interested in being the most productive. We want the prospective candidate to seek initiatives and be creative so that the candidate can come up with better ways to manage the practice's operations.

The job entails:

- answering phone calls and emails related to patients' questions about the services. Our intake and administrative coordinator will represent the spirit of the practice, which is one of being helpful to others and very pleasant to talk to.
- matching patients to therapists
- monitoring the staff's use of electronic records. The candidate will get trained to use our electronic medical record and will ensure that other staff members are up to dates on their records. The applicant will also train new staff on how to use the electronic records and the procedures of the practice.
- Update and create excel sheet for payroll and statistics purposes
- managing both practices' online presence, advertising campaign (monitoring it and creating brochures) and updating website information.
- providing administrative support to therapists and performing administrative tasks such as opening and sorting mail, magazines, assigning mail to therapists, filling, shredding, keeping track of supplies etc..

The position is remote and requires you to come into the office one day a week. We ask our intake and administrative coordinator to be flexible as that day might change every week.

Benefits:

The benefits package at Madison Park Psychological Services is outstanding. Our mission is to have all our employees live a balanced life and that is only possible with good benefits and flexible, enjoyable work schedules. We offer health insurance at no cost to you with nationwide coverage and offer you \$2500 to pay for eligible healthcare expenses. Other major benefits include dental and vision health benefits, 4 weeks of paid vacation, sick days, 401k with matching contributions from the practice so that you can start saving for retirement.

For your peace of mind, the position is salary-based. The salary increase is based on performance and can be up to 10% at the one year mark. The annual salary starts at \$50,000 for 40 hours a week, 5 days a week.

The ideal candidate

This job is ideal for a graduate in psychology. You will have the opportunity to participate in all trainings with psychology interns and postdoctoral psychologists. This is a unique opportunity to get experience in the field. Former intake and administrative coordinator were able to get accepted to outstanding Ph.D. programs in psychology thanks to our training and letters of recommendation.

We are looking for a candidate who can dedicate two years to the practice. We hope that you will be a great fit for us and grow with us!