



ACCLAIM AUTISM

ABA Scheduler & Administrative Coordinator

We have an exciting opportunity for an ABA scheduler who is eager to learn and excited to grow within a fast-paced environment. The Scheduler & Administrative Coordinator is an important part of operations, and serves as a key support for our clients and our therapeutic staff. Our ideal candidate will have awareness/experience in a high volume scheduling role, previously in healthcare, EMT, call center, or similar environment.

The Scheduler & Administrative Coordinator works with families of children with autism and our staff to schedule therapists based on their availability and client needs. Attention to detail, ability to independently solve problems, and clear communication skills are essential.

This is a full-time W-2 position with a competitive wage and the support of a great team. There is opportunity for advancement in the company, if that is of interest. This is an in-person position based at our Brewertown location in Philadelphia.

Responsibilities & Duties (not comprehensive):

- Respond to inquiries from parents, caregivers, schools, and our staff about schedule availability and coordinating session changes
- Communicate with others about staff or schedule changes, including sending staff clearances to schools and other organizations
- Keep scheduling software updated
- Pair clients with staff, coordinating with colleagues on scheduling and pairing
- Identify matches between clients and therapists, based on certain criteria
- Assist with client intake scheduling, and/or additional administrative tasks as needed
- Other duties as assigned

About Acclaim Autism

We are a locally-owned company, passionate about improving the lives of children and families impacted by ASD. We focus on quality without answering to a corporate entity. The family and staff experience is of paramount importance to us, making us an employer of choice. We take education and employee development seriously, and remove most of the administrative work from clinician's plates. We have a lot of exciting projects we're working on, but don't let them distract us from our fundamental duty to help children and families impacted by autism spectrum disorder (ASD).

Benefits



ACCLAIM AUTISM

You are the most valuable resource within our organization. You make the biggest impact for the families we service. We invest in you, your development, and give you opportunities to grow with us into a new opportunity of your choice.

Benefits include:

- Weekly pay
- Paid time off (PTO)
- 401k retirement with 3% company match
- Employee assistance plan (EAP)
- Annual CEU / conference / tuition stipend
- Life insurance, and optional short-term & long-term disability insurance
- Paid (free) training, support, development & mentorship
- A supportive, friendly environment with great colleagues
- Opportunity to grow and transition to different roles
- Employee discounts on events, movie tickets, hotels, and much more

We are an equal opportunity employer. We do not discriminate against applications, including discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, sex or other.

Qualifications

- Bachelor's Degree, Associate's Degree, or currently completing studies
- Experience working or interning in a healthcare setting, preferably a behavioral healthcare setting
- Knowledge of the ABA scheduling environment (preferred, not required)
- Familiarity with Salesforce, Rethink or similar software (preferred, not required)
- Ability to work independently and follow multi-step directions with minimal support
- Strong communication & organization skills
- Attention to detail
- Excellent phone skills
- Reliable, punctual and organized
- Ability to use a computer independently
- Exceptional written and verbal communication skills
- Strong work ethic
- Ability to work in office in Philadelphia or surrounding counties
- Must pass all clearances, including PA child abuse clearance, FBI fingerprinting, PA criminal record check, Federal criminal record check, county criminal record check, PA driver's license