

De Coteau Trauma-Informed Care & Practice, PLLC

www.decoteaupsychotherapy.com

PATIENT SCHEDULING ASSISTANT: De Coteau Trauma-Informed Care & Practice, PLLC is seeking to hire a part-time person to assist with scheduling and confirming patient appointments. The position will be located in a private practice setting with service delivery primarily to children, adolescents and adults who suffer from complex trauma.

The Patient Scheduling Assistant will provide courteous reception assistance to patients and staff to promote and ensure customer satisfaction. The position will answer the phone in a timely and professional manner and in accordance with the Clinic's standards to ensure excellent customer service. This position will also perform general office duties.

High School graduate or equivalent with appropriate coursework or experience to perform office/clerical functions is required. Ideal candidate will have previous experience in an office setting, and previous experience using multi-line phone system. Knowledge of patient privacy and confidentiality of medical information is preferred.

Hours are Mondays 12-5pm, Tuesdays 9am-5pm, Wednesdays 9am-5pm, Thursdays and Fridays off. Weekly total: 21 hours. Hourly wage \$11.00/hour.

Review of applications will continue until the position is filled. Address resume and with 3 references to: Tami De Coteau, PhD and email to tamidecoteau@yahoo.com or mail to 515 ½ East Broadway Ave., Ste. 106, Bismarck, ND 58501.