



# PSYCHOLOGICAL HEALTH AFFILIATES

Growing New Pathways of Healing and Hope

April 8, 2024

## **Intake Coordinator & Client Support Job Summary**

Psychological Health Affiliates, a thriving group mental health practice with 30+ years of investment in south central Pennsylvania, is seeking a warm communicator with attention to detail to fill our Intake Coordinator and Client Support role. He or she will onboard new clients to PHA, support existing clients with basic scheduling and informational needs, and assist 11 clinicians with various office related requests. She or he will work collaboratively with the owner and the administrative team to develop and implement company initiatives and marketing strategies. This position requires applicants to be trustworthy, flexible, personable, open to feedback, and professional as the frequent “first contact” with our business. Christian faith is central to who we are as individuals and as a company.

This position will be 20-25 hours M-F and can primarily be completed remotely. He or she needs to check in at the Manheim office for a couple of hours once per week and be able to come to the Hershey office as needed too. Training is provided. Prior work experience in a mental health or medical facility is welcomed as is a degree in a human service field. Familiarity with Microsoft Office suite is required. A working knowledge of EMR Therapy Appointment would be a huge plus. A company laptop is provided. No on-call hours.

Learn more about our practice at [PHACentralPA.com](http://PHACentralPA.com). Share a resume with Dr. Heather Hostler at [hhostler@PHACentralPA.com](mailto:hhostler@PHACentralPA.com)