



## **Admissions Department Coordinator**

The Admissions Coordinator supervises all clinical members on the Admissions Team and oversees the admission evaluation processes. The position requires ability to work closely with agency clinical teams, outside agencies and community stakeholders to coordinate access to care and facilitate transfers and caseload assignments. The position requires strong leadership and ability to work closely with agency clinical staff to provide high quality care and facilitate caseload assignments. The successful candidate will have a blend of strong clinical and communication skills, working knowledge and expertise of Evidence Based Practices, crisis management, organization and time management abilities, and supervisory knowledge. Responsibilities include providing direct clinical care, ensuring adherence to agency policies and procedures, integration of new staff/interns on the team, aiding in the implementation of new agency initiatives, representation at County initiatives and coalitions, and engaging in community presentations and public representation.

With nearly 50 years of experience providing innovative, evidence-based, quality mental health and co-occurring treatment services to the greater Summit County communities, we are connected, with partnerships that span across the healthcare and social services communities, while engaging in integrated care opportunities. Portage Path consistently keeps an eye on the market while identifying, developing, and implementing innovative initiatives that assist in providing clinical growth opportunities, expansion, and enhancement of our full array of services. We are committed to fostering the growth and wellness of all who seek and provide our help.

Candidates must have at minimum a Master's degree or a Doctorate in Psychology from an accredited institution and State of Ohio independent licensure or certification required to practice in the mental health field (LISW, LPCC, PhD) In addition, the candidate will have at least 3 years independent licensure and clinical experience. Supervisory Licensure Designation and dual licensure in both mental health and substance use disorders (LCDC, LICDC) is preferred.

Portage Path Behavioral Health offers a vibrant clinical environment with excellent salary & benefits packages. Bi-lingual applicants fluent in both Spanish & English are encouraged to apply.

For confidential consideration, please E-Mail, fax or send resume (no phone calls) or apply to:

Portage Path Behavioral Health

Attn: Human Resources

340 S. Broadway St. Akron, OH 44308

Fax: (330) 253-5248

An Equal Opportunity Employer