



Customer Service Representative

Portage Path Behavioral Health has the following exciting opportunity available. Headquartered in downtown Akron Ohio, our Non-profit behavioral healthcare center is seeking a full-time Customer Service Specialist for our Barberton and Akron Clinics. This employee will report to the Director of Customer Service and function in a peer relationship with all other customer service and financial aid staff.

The Ideal candidate must have excellent communication skills and will be responsible for greeting and check-in of patients, scheduling patients, involved in gathering patient demographic and financial information, in addition to general clerical-support staff tasks and extensive data entry. A high degree of accuracy and confidentiality is required; work schedule will include some evening hours. Previous experience in a healthcare environment preferred.

Portage Path Behavioral Health offers a vibrant clinical environment with excellent salary & very comprehensive 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 calls) or apply to:

Portage Path Behavioral Health
Attn: Human Resources
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Jobs@portagepath.org
An Equal Opportunity Employer