



NIEAPA JOB POSTING

<http://nieapa.org/jobs>

SUBMITTED BY: Anita Pindiur

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DATE: 08/31/2017

EMPLOYER INFORMATION:

Way Back Inn

104 Oak St. Maywood, IL 60153

www.waybackinn.org

POSITION AVAILABLE/JOB TITLE: Outreach & Admissions Specialist

DESCRIPTION:

Meet with clients to admission. Phone screens to assess clients ability to be in treatment. Do outreach in the community. Meeting with potential referral sources at fairs, mainly located in the community and around the Chicago land area. As well as professional conferences representing WBI. Authorize insurance and other funding for client treatment.

EDUCATIONAL REQUIREMENTS: CADAC

OTHER QUALIFICATIONS/EXPERIENCE:

Qualified candidate will have great customer services skills with potential referral sources and clients. Candidate will screen clients into the program, authorize insurance, and work with referring agencies.

MATERIALS REQUIRED:

Resume

PLEASE SUBMIT TO:

anitap@waybackinn.org

NOTE: This job posting will remain on the NIEAPA website for **45 days** from the date of posting. If you wish to remove it sooner, please contact NIEAPA@corpevent.com