Our innovative and growing company is looking for an assessment coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for assessment coordinator

- Demonstrates ability to use electronic medical record to document all aspects of patient’s treatment
- Actively participates in Clinical Coordinator meetings
- Coordinates hiring and selection process in collaboration with Director
- Assists in orientation of new team members
- Coordinates the continuum of care of patients between Behavioral Health Programs
- Demonstrates ability to implement AIDET effectively, incorporating the 5 Fundamentals of Patient Communication during all interactions
- Demonstrates “straight talk” and effective communication skills
- Kansas Behavioral Sciences Regulatory Board License
- Addiction License Preferred
- Crisis Prevention Institute (CPI) training within 90 days of employment

### Qualifications for assessment coordinator

- Self-directed and visionary in overall areas of responsibility
- Ability to promote member/family autonomy
- Professional customer service and calm telephone demeanor
- Proficient PC skills and demonstrate skillful usage of various software, spreadsheets, and medical databases
- Attitude and skills that facilitate patient engagement in their health care