

## Patient Care Coordinator

The Center for Anxiety™ invites applications for the position of a Patient Care Coordinator. This is a full-time position (40 hours/week; 2080 hours/year), starting on or before June 1<sup>st</sup>, 2017, based in our Brooklyn location. The Patient Care Coordinator will serve as a first point of contact by telephone and e-mail for prospective patients and their families; conduct telephone screens and effectively communicate information about our clinical services to determine the feasibility of treatment within our program; conduct structured diagnostic interviews with new patients prior to intake sessions and as needed during the course of treatment; schedule and assign new intakes to Center for Anxiety™ clinicians; manage and control phone and email correspondence with current patients, referral sources, and others in a timely and professional manner; assist with scheduling of sessions and any other issues related to the provision of services; manage clinicians' calendars by scheduling patients for sessions as needed; serve as a liaison between clinicians and active patients to implement and enforce office policies and address concerns; attend to the specific administrative and other non-clinical needs of patients with high needs; and triage clinical emergencies and priorities as they arise. The patient Care Coordinator will also help our office maintain a high quality of clinical care by administrating our clinical-research protocol by distributing and ensuring completion of electronic questionnaires by patients, and monitoring high risk patients to prevent and address clinical crises. Additional duties will include keeping track of the number of clinical hours provided by each clinician; producing weekly, monthly, and quarterly reports for review by management; and other administrative tasks from time-to-time. Alongside these responsibilities, the Patient Care Coordinator may have opportunities to participate in our regular educational and training programs; play a role in the provision of clinical services by observing treatment sessions, co-facilitating psychotherapy groups, assisting with the provision of Parent-Child Interaction Therapy™; and participate in research, as is appropriate to his/her capabilities and level of interest. Interested candidates should have either a Bachelor's or Master's degree in psychology or a related field and send a cover letter of interest, Curriculum Vitae and names of 2 references to the attention of Hadar Naftalovich via email ([info@centerforanxiety.org](mailto:info@centerforanxiety.org)).

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