



*Joseph M. Smith  
Community Health Center*

287 Western Avenue, Allston, MA 02134

Phone/TTY: 617-783-0500

Admin Fax: 617-783-5514

Clinical Fax: 617-787-4359

564 Main Street, Waltham, MA 02452

Phone/TTY: 781-693-3800

Fax: 781-693-3817

[www.jmschc.org](http://www.jmschc.org)

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## **Position Available**

The Joseph M. Smith Community Health Center is now accepting applications for the following position:

# **Part-Time Mental Health Intake Coordinator**

### **RESPONSIBILITIES:**

- Coordinate mental health services for new and existing patients by receiving department phone calls, scheduling appointments, screening for health insurance, maintaining up-to-date community resources and supportive clinical and administrative staff as needed.

**HOURS:** Part-time (10 hours) per week available; non-exempt.

### **QUALIFICATIONS:**

1. Bachelors Degree required.
2. Ability to work independently.
3. Experience in mental health setting preferred, but not required.
4. Good phone and computer skills
5. Strong problem solving skills.
6. Bilingual ability in English/Spanish.
7. Experience in diverse culture preferred

Interested candidates should send resume to Human Resources at 564 Main St. Waltham, MA 02452 or fax (781) 693-3817 or email [hr@jmschc.org](mailto:hr@jmschc.org).

***Joseph M. Smith Community Health Center is an Equal Opportunity Employer.***