

Psychological Care Associates
A Division of Child & Family Psychological Services, PLLC

Administrative Office:
12 Alfred Street
Woburn, MA 01801-1915

Offices throughout Eastern Massachusetts
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<https://psycare.info>

POSITION OPENING FOR
Intake Assistant
Woburn, MA

Position: Full-time position (benefits eligible) assisting clinical operations in a busy behavioral health group practice. Responsibilities primarily include conducting telephone clinical screenings of prospective patients to assist in match with appropriate service providers in our practice. This position involves being part of a team, use of electronic medical records software, and is supported by ongoing training and education.

Requirements:

- Bachelor's degree preferred; Associate's degree will be considered
- Well-developed interpersonal and communication skills; ability to multi-task
- Basic computer software proficiency
- An eagerness to work as a contributing professional team member

Employee Compensation/Benefits May Include:

- Paid Sick Time
- Health, Dental, Vision and Life Insurance Plans
- FSA/DCA/HSA plans
- 401K Plan with employer contributions

Please send cover letter and CV:

Sarah Lin, PhD
Associate Regional Director- CFPS North Region
slin@psycare.info
All inquiries are strictly confidential.

Our Practice: Child & Family Psychological Services Inc. is a private behavioral health care practice providing comprehensive evaluation, treatment, and consulting services since 1994. Our team of Board Certified Psychiatrists, Clinical Nurse Specialists, Psychologists and Social Workers strive to provide integrated services for children, adolescents, adults, families, and organizations.

We have an innovative clinical delivery services model and business plan designed to adapt to the changing health care system. As a multidisciplinary practice, we offer a full range of services including psychiatric evaluations, psychological evaluations, neuropsychological evaluations, educational testing and individual psychotherapy, family therapy, and group psychotherapy. Our team of medical professionals provide psychopharmacological services for children, adults and seniors as well as Transcranial Magnetic Stimulation (TMS).

In addition to our extensive clinical staff, our group seeks to maximize the benefits of a group practice in terms of shared resources, a full administrative staff, and consistent referral streams, while maintaining significant clinical independence. We also provide peer consultation groups, have full time technology/media support. We are APA approved to provide continuing education, maintain a post-doctoral training program and are part of an APA-approved internship consortium.