

Thunderbird-Wren Halfway House is seeking applications for Admissions Specialist. This role is a unique opportunity to be a part of a substance abuse program serving the Native American community. The Admissions Specialist is responsible for the referral process, admitting clients by interview, arranging transportation, and obtaining insurance funding.

Being one of the first points of contact for clients, the Admissions Specialist must possess excellent communication skills, both written and oral, and an empathy for all people, wherever they may be on their journey.

Requirements:

- Must have basic computer input and retrieval skills and be able to use various office machines.
- Must be detail-orientated and comfortable with completing official forms and paperwork such as: Admitting Form, Consent to Release Information, Patient Rights and Responsibilities, and others.
- Must be free from problematic substance use for at least one (1) year and willing to attest to length of sobriety.
- Subject to pre-employment, post-accident, return to duty, follow-up, and random drug testing.
- Subject to pre-employment and annual background checks.
- Subject to immunization review and submitted proof of required vaccinations.