

Thunderbird-Wren House is seeking applications for Admissions Specialist. This role is a unique opportunity to be a part of a substance use disorder program serving the Native American community. The Admissions Specialist is responsible for the referral process, admitting clients by interview, and working with insurance providers throughout clients' stay.

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.

Qualifications:

- Must be 18 and have a high school diploma or equivalent, preferred: associate's degree
- Must have advanced computer input and retrieval skills and be able to use various office machines
- Must be detail-oriented and comfortable with completing official forms and paperwork such as: admitting form, consent to release information, patient rights and responsibilities, etc.
- Preferred: have experience with MN ITS and Avality software
- Have excellent good oral and written skills
- Ability to pass a drug test and background check
- Must be free of problematic substance use for 1 year
- Subject to immunization review and submit proof of required vaccinations

Benefits include:

- Company paid Health Insurance with buy-ups
- Company paid Dental Insurance with family options
- Company paid \$50,000 Life Insurance policy
- Voluntary Vision Insurance
- Voluntary Short-Term Disability, Critical Illness, and Accident Insurance
- 401k plan with 5% gross contributions (paid by company) after one year of service
- 11 paid holidays
- Generous accrued vacation and sick leave
- Lunches on site for \$3/daily
- Annual performance reviews (which include salary increases)

Equal Opportunity Employer

\$18-\$22 DOQ