

Amnion Pregnancy Center Scheduler - Remote

Supervisor: Patient Resources Director (PRD)
Hours: We are hiring two part-time remote schedulers
Scheduler 1: M-F 9am – 2pm
Scheduler 2: M-F 2-6pm
Job Title: Scheduler

Objectives of the Position:

The Patient Resources Scheduler will follow appropriate scripts and procedures to schedule appointments for at-risk women.

Qualifications:

Applicant should:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit a strong commitment and dedication to the pro-life position.
3. Agree with and be willing to uphold the Commitment of Care and Competence, Statement of Faith, and policies and procedures of Amnion.
4. Possess strong communication skills and exhibit a professional manner in phone conversation.
5. Complete required training and demonstrate competence in the responsibilities outlined below.
6. Bilingual preferred (English and Spanish) but not required.

Responsibilities:

1. Make sure appropriate script is followed and maintain accurate phone log information.
2. Make certain that all the scheduling procedures have been completed. These include:
 - Receive calls promptly in a professional manner during scheduled hours
 - Enter appointment information on Scheduling Line Intake Form
 - Transfer appointment information onto eKyros electronic scheduler
 - Reschedule appointments as directed by office staff
 - Communicate variations or other scheduling issues to center staff in a timely manner

Tech Requirements:

1. Reliable phone
2. Computer with internet access

The Scheduler shall receive a yearly written and oral evaluation by the PRD.

If you are interested in applying for this position, please email your resume to Executive Director Mark Opseth at director@amnionpc.org.