

## INTAKE COORDINATOR

COORDINATED TRANSPORTATION of Lackawanna County has an opening for a full-time Intake **Coordinator** located at the COLTS BUILDING, 800 North South Road, Scranton, PA.

### KEY RESPONSIBILITIES

- Collects client requests and schedules client appointments
- Assists the public by providing information regarding the services of Coordinated Transportation.
- Creates and maintains client files
- Verification of client eligibility
- Maintains interaction with other agencies and provides information about alternatives to clients.
- Handles incoming telephone communication
- Other duties as assigned by management

### KEY QUALIFICATIONS

- Advanced organizational and strong communication skills.
- Computer literacy with EXCEL and ACCESS program skills
- Must be able to work in a fast paced environment
- High school diploma required, advanced degree preferred
- Minimum two (2) years recent administrative experience required

Interested candidates may submit a resume/application no later than April 1, 2011 to the following address:

Human Resources Analyst  
Lackawanna County Administration Building  
200 Adams Avenue, 6<sup>th</sup> Floor  
Scranton, PA 18503,  
[petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org).

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