



Job Title: Scheduler

Reports To: Follow-Up Process Manager

Person Presently in Position:

Job Purpose: Schedule appointments for at-risk women following appropriate script and procedures

Program Responsibilities:

1. Make sure appropriate script is followed
2. Make certain that all the scheduling procedures have been completed. These include:
 - a. Enter appointment information into Center database generating Scheduling Line Intake Form
 - b. Enter appointment information onto Center online calendar
 - c. Manage appointment Waiting List when necessary by calling/texting as needed
 - d. Reschedule appointments as directed by office staff
3. Maintain Center Voicemail message (holidays, weather related closings, etc.), as well as manage any voicemail messages left by patients

Personnel Responsibilities: None

Fiscal Responsibilities: None

Community Responsibilities: None

Other Responsibilities: None

Qualifications:

1. Meet the requirements located on the Pregnancy Center application
2. Must be a qualified, trained Scheduler