

THE RUBIN CENTER FOR AUTISM
AND DEVELOPMENTAL PEDIATRICS



Position: *Clinic Coordinator for a Small Private Practice Serving Children and Adults with Autism and Other Developmental Disabilities*

Qualifications:

- Direct pediatric clinical experience in working with children (and adults) with Autism and other developmental disabilities.
- Nursing background – RN or NP – with Psychology or Social Work experience
- Psychology or Social Work Background – MS or LCSW – with /medical experience

Role:

Work in partnership with Developmental Pediatrician providing coordination of care for families who have children with Autism and other developmental disabilities:

1. Conducting the initial interview in the evaluation of children for developmental, behavioral, and learning difficulties
2. Scoring developmental and behavioral questionnaires
3. Obtaining updated history and details of progress for children attending follow up visits
4. Providing support to families with referrals and recommendations for therapies and other resources
5. Being available to families by phone or email for any questions, concerns or requests
6. Liaising with referral centers in pediatricians offices
7. Liaising with therapists (or teachers if necessary) regarding the children's progress
8. Refilling prescriptions as necessary – either calling into the pharmacy or writing the prescription for Schedule 2 drugs for the pediatrician to sign.
9. Assisting families with applying for community services or Katie Becket Deeming Waiver

Work Schedule: Flexible (Part Time or Full Time)

1. **Clinic Days are Monday and Thursday in Office.**
2. **Other days flexible and can work remotely.**

Salary: Commensurate with qualifications and experience.

Contact Info: Please email resume to practiceadmin@therubincenterforautism.org or fax to 404.303.7837. For more information please call Janelle McDaniel, Ed.D., practice administrator for The Rubin Center for Autism.at 404.303.7247.

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