



646 North Coit Road, Suite 2250, Richardson, Texas 75080
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www.ParkinsonVoiceProject.org

Position: Front Office Specialist ~ Four Day Workweek

Parkinson Voice Project® seeks a full-time **Front Office Specialist** to deliver outstanding customer service to our patients and assist with front office operations. You will join a dynamic team of two other Specialists in our Richardson, Texas clinic.

Click below to learn more about Parkinson Voice Project.

[**Effective Parkinson's Speech Therapy**](#)

If you have worked in a medical office previously, but did not enjoy working with insurance, this may be the position for you! As a nonprofit organization, **we do not bill Medicare or insurance**. We serve our patients without charging them.

The ideal candidate will have excellent written and verbal skills, adapt easily to change in a fast-paced environment, be detail-oriented with a talent for accuracy, genuinely enjoy helping others, smile easily and often, want to learn new skills, and excel at accomplishing tasks. This is a 32-hour, **four-day work week** (off Fridays), full-time position with benefits.

Responsibilities: This position involves a variety of tasks, including:

- **Leads with positivity and provides excellent customer service.**
- Completes reception tasks and lobby maintenance.
- Maintains the clinical schedule of speech-language pathologists and patient database.
- Manages referral process, ensuring patient evaluations are scheduled timely.
- Sends reminder emails and texts for patients' appointments.
- Monitors and manages multiple email inboxes.
- Creates weekly reports on tasks accomplished.
- Maintains patient and contact information in Salesforce, our customer relationship management software.
- Coordinates well with the team to ensure all tasks are completed on time and accurately.
- Assists with group activities and events.

Requirements:

- Successful previous medical office experience is a plus.
- Excellent verbal and writing skills.
- Proficient in Microsoft Office Suite.
- Experience with Adobe Premiere Pro, Canva, Salesforce, and Practice Perfect is a plus.

About Our Organization...

Parkinson Voice Project was founded on December 13, 2005. Our mission is to help people with Parkinson's REGAIN and RETAIN their speech and swallowing. An estimated ten million people worldwide live with Parkinson's, and ninety percent need our services.

In 2010, we developed a highly effective, evidence-based speech treatment for people with Parkinson's called the SPEAK OUT!® Therapy Program. We treat patients throughout Texas from our clinic in Richardson, Texas (in-person and online). We are also replicating our SPEAK OUT! Therapy Program across the U.S. and abroad by training speech-language pathologists and graduate students worldwide.

Since 2008, we have uniquely funded our nonprofit organization through a Pay It Forward program. No patient has ever been denied treatment due to financial limitations or insurance restrictions. Patients receive all the speech therapy they need. We have provided all our patient care services at no charge, and we don't bill Medicare or insurance either.

Please email your cover letter and resume to our Executive Assistant, Jaimie Allen, at jallen@ParkinsonVoiceProject.org for consideration. Do not apply through LinkedIn.

Visit [Parkinson Voice Project](http://ParkinsonVoiceProject.org) to learn more about our organization.