

BENEFITS COORDINATOR, Hybrid Position

To apply, click on this link: <https://elakeviewcenter.balancetrak.com/14013>

Lakeview Center is best known for its caring, compassionate treatment for people with mental health issues, drug and alcohol dependencies, or intellectual disabilities. The breadth and depth of these services are the most comprehensive in the region. They range from inpatient and residential treatment to a gamut of outpatient programs including trauma services, psychiatry, counseling, day treatment, and intensive, round-the-clock outpatient services to help people with severe mental illnesses safely remain in the community. We reach people of all ages from babies and children to adolescents and adults. In all, we offer more than 60 programs and services for the people of Northwest Florida.

Overview

Primarily responsible for providing excellent and timely customer service to all internal and external customers.

Requirements

- Must have a high school diploma and three (3) years of demonstrated customer service experience, human resources experience, or general office management.
- A bachelor's degree in human resources or business-related field may substitute for two (2) years of required experience.
- Must have advanced prioritization and multi-tasking skills.
- Must be proficient in Microsoft Word and Excel Software.
- Must possess excellent telephonic, face-to-face, and email communication skills.
- Must be able to pass organization screening requirements, including state or federal background screenings as appropriate.
 - Occasional travel may be required

To Apply

Interested applicants please visit www.elakeviewcenter.org and complete the on-line application. If you require additional assistance, please call Human Resources at 850-469-3729.

LCI is putting our employee health and safety first by following guidance from local health departments and the Centers for Disease Control and Prevention (CDC) recommendations on preventing the spread of COVID-19.

Lakeview Center is an Equal Opportunity / Affirmative Action employer. Minorities, Females, Protected Veterans and Individuals with Disabilities are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status. Drug Free Workplace Employer, DRUG TESTING REQUIRED

Equal Employment/Affirmative Action employer including Vets and Disabled. For more information, view the [EEO is the Law Poster](#) and [Pay Transparency Statement](#). For reasonable accommodation, please email us at LCIEmployment@bhcpns.org.