

blueFire Wilderness Therapy is looking for an Admissions Coordinator to join our team!

Title: Admissions Coordinator

Location: Gooding Idaho

Requirements to Apply:

- Passionate about changing lives and inspiring personal growth.
- Able to pass a drug screen and pre-employment physical
- Able to pass a criminal background check

Summary

The admissions coordinator works Monday to Friday 8 am to 5 pm. They are responsible for collecting admissions paperwork and working closely with admissions counselors and staff to ensure that all required documentation is received and executed. The admissions coordinator is a key component in ensuring all information is received and communicated clearly to all parties in our admissions process. They assist with preparing client files, curriculum and workbooks, maintain marketing and admission databases and other various tasks that may be assigned.

Compensation & Benefits

Our admissions coordinator is a full time position with pay that DOE.

As a full time employee you are also offered the following benefits:

- Medical, Dental, and Vision Insurance
- Life insurance with EAP Benefits
- PTO
- 401k (Once eligible)

To apply please submit an application, <https://bluefirewilderness.com/application/>

Or

Email mrex@bluefirewilderness.com