

NEUROPATH
BEHAVIORAL HEALTHCARE

Client Services Administrator Internship

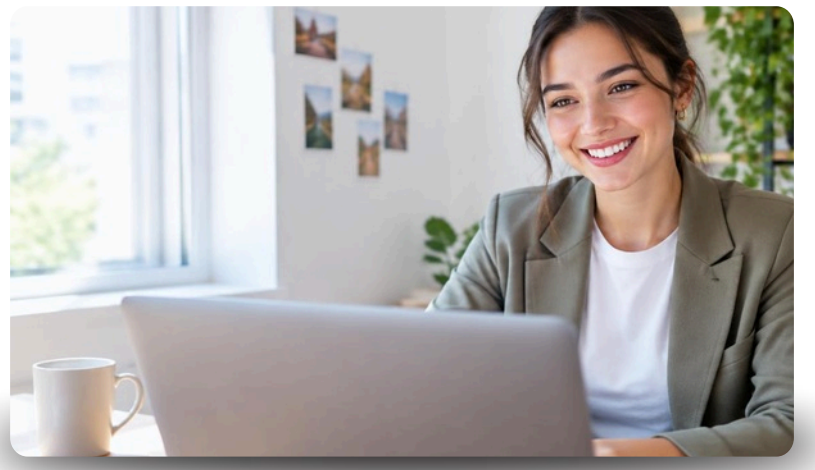
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Introduction

Neuropath Behavioral Healthcare offers immersive training opportunities for students through our **Client Services Administrator Internship**. This program is designed for undergraduate or recently graduated students pursuing careers in healthcare administration, client relations, or human services.

Interns will gain practical experience in client communication, administrative coordination, and healthcare operations within a behavioral health setting. The internship provides valuable exposure to electronic medical record systems, service scheduling, and client satisfaction protocols—equipping participants with essential skills for roles in healthcare and human services.



Program Overview

This internship is structured to:

This internship is designed to provide students with practical experience in healthcare administration within a behavioral health setting. Interns will develop key skills in client communication, medical scheduling, case coordination, and electronic medical record systems. Through hands-on responsibilities and professional mentorship, interns will gain a solid foundation for careers in healthcare, client services, or human services administration.

LEARN MORE!



Key Responsibilities

- Communicate with clients via phone and email
- Enter service requests and maintain accurate records
- Coordinate case assignments and scheduling
- Follow up with client satisfaction calls
- Address concerns or escalate to appropriate personnel
- Perform administrative support tasks as needed
- Attend in-service trainings and follow clinical protocols

› Preferred Skills & Experience

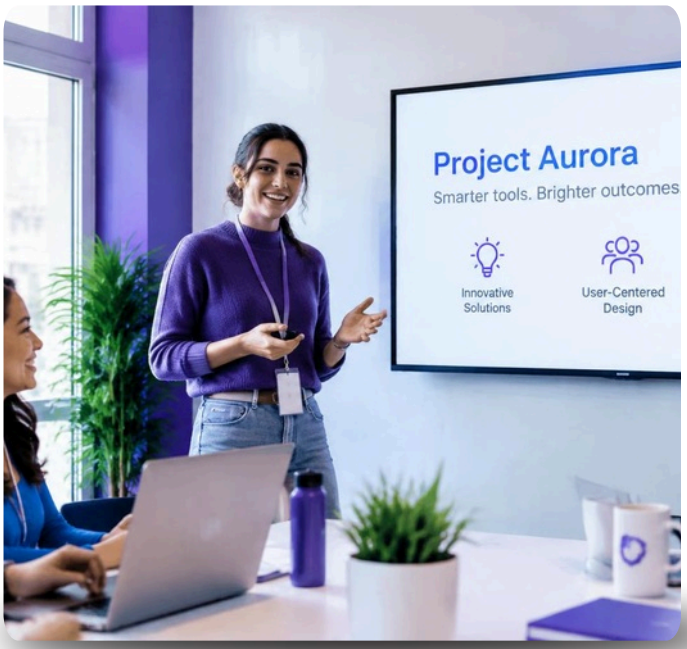
- A background in medical scheduling or client services within behavioral healthcare
- Comfort navigating EMR platforms and supporting day-to-day program operations
- Strong communication, multitasking, and time management abilities
- Bilingual skills in Spanish, Portuguese, or Creole (a plus)

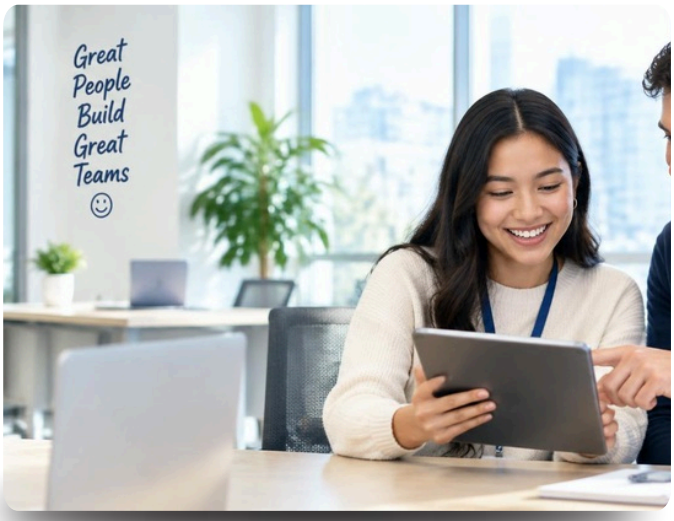
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Candidate Profile & Additional Info

Ideal Candidate Profile

- Currently enrolled college student or recent graduate
- Pursuing (or completed) a degree in Human Services or a related field
- Adaptable, detail-oriented, and team-driven
- Passionate about client service and administrative work





Schedule & Availability

- Flexible daytime shifts
- 3–4 hours per day, 5 days per week preferred
- Unpaid internship with potential to gain course credit (if applicable)



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Requirements & Qualifications

- Prior experience in a healthcare or administrative office setting
- Proficiency with EMR systems such as eClinical Works
- Must pass a background check and fingerprinting

Your Future Starts Here!

Neuropath Behavioral Healthcare's **Client Services Administrator Internship** equips interns with essential administrative and client service skills in a behavioral health setting. Through hands-on training, professional mentorship, and real-world experience, this program prepares students for future roles in healthcare operations, human services, and client-focused environments.

SCAN HERE TO APPLY

1095 Morris Ave- Suite 102,
Union, NJ 07083-7170
888.337.6572
internships@neuropathbhc.org