



Sensory Solutions

Occupational Therapy for Children

Job Posting: Patient Care Coordinator & Front Office Administrator

Are you an organized, compassionate professional who thrives in a dynamic environment? Sensory Solutions, a leading occupational therapy clinic specializing in helping children ages 2–15 overcome developmental challenges, is seeking a **Patient Care Coordinator/ Front Office Administrator** to join our team.

In this role, you will be the heart of our clinic—ensuring smooth daily delivery of services, creating an exceptional experience for clients, and supporting our therapists in making a difference in children’s lives.

What You’ll Do

As the Patient Care Coordinator & Receptionist, you will:

- **Deliver Outstanding Client Care:** Be the friendly face and voice of the clinic, guiding patient families through onboarding, scheduling appointments, managing inquiries, and ensuring every interaction reflects our compassionate care.
- **Oversee Clinic Order:** Conduct daily office functions, including scheduling, maintaining records, and ensuring a welcoming, organized, and safe environment.
- **Support the Team:** Assist with onboarding and training new staff, coordinate PTO schedules, and foster collaboration among therapists and office staff.
- **Drive Administrative Excellence:** Track key performance metrics, maintain compliance with HIPAA standards, and identify opportunities to improve efficiency with technology and new systems.
- **Collaborate with Leadership:** Partner with the clinic director to identify challenges, implement solutions, and contribute to the growth and success of the clinic.

Who You Are

You are a compassionate leader who values relationships, thrives on solving problems, and loves creating order in a busy environment. You are a self-starter who can take initiative while staying flexible and adaptable to changing needs.

Must-Have Qualities

- Caring and compassionate mindset with a relationship-based approach to service.
- Strong organizational, time-management, and multitasking skills.
- A proactive, adaptable problem-solver with a growth mindset.
- Excellent communication skills and a collaborative attitude.

- A commitment to the clinic's mission of providing exceptional care to children and their families.

Desired Experience

- Previous experience in a clinic, healthcare office, or similar customer-focused environment.
- Familiarity with scheduling software and electronic medical records (experience with Jane App a plus).
- Knowledge of basic HR and compliance processes is a bonus.
- Strong proficiency with Google Workspace (Docs, Sheets) and basic Excel skills.

About Us

At Sensory Solutions, we take pride in providing personalized, high-quality occupational therapy services for children while creating a supportive, family-centered environment. Our values of kindness, flexibility, and growth guide everything we do, from how we treat our clients to how we support our team.

Ready to Apply?

If you're ready to join a fast-growing company where your organizational and people skills will make a meaningful impact, we'd love to hear from you!

Submit your resume and a brief cover letter explaining why you're a great fit for the role.

Location: Los Gatos, CA

Schedule: Monday–Friday, 9:00 AM–2:00 PM

Compensation: \$30/hour