
COUNSELING – SAN ANTONIO
ADMINISTRATIVE ASSISTANT

Position Assignment

Title: Administrative Assistant
Organizational Unit: Counseling – San Antonio
Recruited by: Director of Counseling – San Antonio
Approved by: Vice President of Counseling

Working Relationships

Reports to: Director of Counseling – San Antonio
Staff Team: Director of Counseling – San Antonio, Counselors, and all STCH Ministries staff to enhance the total program

Basic Functions

The Administrative Assistant plays an important role in assisting the staff of the STCH Ministries Counseling program in San Antonio, including its satellite counseling offices. The primary function of the Administrative Assistant is to provide support services to appropriate personnel, programs, and clients to enhance the overall program.

Basic Responsibilities

1. To act as Receptionist for the main counseling office and screen calls as appropriate to better assist the client and the counselor.
2. To schedule client appointments including reminder calls, follow-up appointments, and rescheduling missed appointments.
3. To process all correspondence, typing, and filing.
4. To maintain an adequate inventory of updated forms.
5. To order and maintain office and cleaning supplies inventory.
6. To preserve the confidential nature of all work.
7. To assist counselors with registrations and reservations as needed.

Position Description

STCH Ministries



8. To maintain office MasterCard usage, prepare receipts and expense reports, and submit reports to Business Office Accounts Payable department for processing.
9. To prepare and submit ministry statistical reports to President and CEO and to VP of Counseling (weekly); and to STCH Ministries' Executive Assistant (monthly).
10. To prepare and submit monthly ministry statistical reports to church partners.
11. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Administrative Assistant.

Employee Signature

Date

Employee Supervisor Signature

Date