
FAMILY COUNSELING – HOUSTON
ADMINISTRATIVE ASSISTANT

Position Assignment

Title: Administrative Assistant
Organizational Unit: Family Counseling – Houston
Recruited by: Director of Counseling – Houston
Approved by: Vice President of Family Counseling

Working Relationships

Reports to: Director of Counseling – Houston
Staff Team: Director of Counseling – Houston , Family Therapists, 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 South Texas Children's Home Ministries (STCH Ministries) Family Counseling program in Houston , 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 Counseling Office to better assist the clients and the counselors.
2. To handle inbound and outbound communications (via phone calls, email, texting) including scheduling new client intakes, client appointments reminder calls, follow-up appointments and rescheduling missed appointments.
3. To perform duties, included but not limited to, correspondence, copying, emailing, filing, tracking receipts, balancing petty cash, and reporting weekly and monthly.
4. To preserve the confidential nature of all work and understand HIPAA policies.
5. To support counseling staff with various trainings, seminars, conferences, and booth supplies.
6. To maintain databases, client donations and submit reports as requested.
7. To maintain an orderly office ensuring a professional and warm environment.
8. To order and maintain office supplies and cleaning supplies.

Position Description

STCH Ministries



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9. To order and maintain inventory of resource aids as requested by the counselors.
 10. To act as back up receptionist for other Regional offices.
 11. To perform all other duties as assigned.

***A standard 40 hour work week is normal; however, flexible hours and overtime may occur.*

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

Employee Signature

Date

Employee Supervisor Signature

Date