

---

**FAMILY COUNSELING – SAN ANTONIO**  
**ADMINISTRATIVE ASSISTANT**

**Position Assignment**

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

**Working Relationships**

**Reports to:** Director of Counseling – San Antonio  
**Staff Team:** Director of Counseling – San Antonio, 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 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.

# Position Description

## South Texas Children's Home Ministries

---



7. To assist counselors with registrations and reservations as needed.
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 Family 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