
FAMILY COUNSELING – VICTORIA
ADMINISTRATIVE ASSISTANT

Position Assignment

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

Working Relationships

Reports to: Director of Counseling – Victoria
Staff Team: Director of Counseling – Victoria, 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 Victoria, 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 preserve the confidential nature of all work.
6. To assist counselors with registrations and reservations as needed.
7. To maintain office MasterCard usage, prepare receipts and expense reports, and submit reports to Business Office Accounts Payable department for processing.

Position Description

South Texas Children's Home Ministries



- 8. 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).
- 9. To prepare and submit monthly ministry statistical reports to church partners.
- 10. To order and maintain office and cleaning supplies inventory.
- 11. To maintain inventory of Bibles for counselors to give to clients.
- 12. 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