



# Fremont Counseling Services

Therapy for Children, Teens, Adults, Couples & Families

## Job description

### Position Title: Part-Time Practice Coordinator

Are your friends constantly admiring your organization abilities and may even jokingly say you're a little OCD? Does the idea of being super organized and checking off all of your to-dos for the day make you happier than eating chocolate? Are you the kind of person who doesn't hesitate to pick up a phone to get your questions answered or follow up with someone when they don't deliver what they promised? Are you an amazing ball juggler? Are you compassionate and want to help people? Then we want you!

**Position Summary:** Primary responsibility would be performing intake and scheduling for all incoming clients. In addition, the Practice Coordinator supports the Clinical Director and staff with administrative support and performs various outreach and operational duties.

**Schedule:** This is a part-time position with hours based on incoming calls/emails but is usually around 6-12 hours a week. You will need to expect potential fluctuations in your hours. Intake services are performed Mon – Friday, checking 3 times a day. This position can be done remotely on most days once training has been completed but still requires working in the office at least once a month. There is opportunity for growth if desired and skills and aptitude meet the needs of the practice.

### Minimum Qualifications & Experience:

**Musts:** Microsoft suite (Word, Excel and Powerpoint), google docs, Pick up skills and training quickly. Clear and concise communicator. Must have previous executive assistant experience. Consider yourself to be resourceful and possessing common sense. Excellent attention to detail. Ability to keep information confidential and be sensitive to clients' needs. Be a people person and have a positive, friendly attitude.

**Bonus skills:** Experience in the mental health field. Squarespace, Mail Chimp, project management experience.

**Duties & Responsibilities:**

\*Duties and Responsibilities may include, but are not limited to, the following:

- Answering emails and phone calls from prospective clients
- Scheduling of prospective clients
- Assisting the Clinical Director with various tasks
- Customer service
- Follow up with vendors/contractors
- Tracking business metrics for weekly reporting
- System creation
- Ability to learn new software and online applications
- Ability to communicate well, both written and oral
- Project management
- Assist with organizing events
- Participate in staff meetings •
- Other responsibilities as determined appropriate including out-of-office errands

**Compensation:** \$20.00 - \$25.00 per hour - dependent on experience.

**Benefits: (not limited to)**

- Supportive group practice, with fun, professional people
- Paid sick leave
- Aesthetically pleasing work environment
- On-site networking and training opportunities
- Flexibility in office and remote work

**About Us:** Fremont Counseling Services is a thriving and growing group private practice that looks to serve our local community and help them have healthier relationships and lives. We are a diverse group of therapists with our own specialties. We are a fun and supportive group who thrive on serving our clients.

**About me:** I am a licensed therapist, entrepreneur and speaker. I have 3 kids and 3 businesses so I have a lot going on and am looking for an amazing person to keep me on track and take things off my plate. I value humor and hard work.

**Application Procedure:**

\*Applicants may email their resume and cover letter along with the following to [info@fremontcounselingservices.com](mailto:info@fremontcounselingservices.com): (1) Why are you a strong candidate for this position? (2) What is your familiarity or experience with the mental health field? (3) What are your long-term career goals? (4) Include in the email subject line “Amazing Practice Coordinator” (5) What is your availability (days/hours)?

Depending on the number of applicants, not everyone will receive a return call or email.

This position description intends to describe the general nature and level of work to be performed and is not intended to and may not include all duties and responsibilities.