

Administrative Assistant Job Description (Job Posting)

Cornerstone Christian Counseling provides marriage counseling, grief counseling, family counseling and more to the Denver-metro area. Our mission is to guide individuals, couples and families toward the kinds of lives and relationships that God intended us to have--purposeful relationships that are satisfying, promote intimacy, allow for healing, and are filled with hope.

We are looking for a part-time administrative assistant to join our stellar team in a fully remote capacity. If you enjoy connecting with others, being a voice of welcome and compassion, organizing and managing data, and are looking for a fun and energetic environment, this position may be for you!

We're looking for...

***Communication** - It is absolutely imperative that you have an excellent demeanor over the phone and via email, an ability to connect with people, and patience and grace to give folks the space they need to communicate their needs to you.

Future: Welcoming potential clients who are gathering information about our practice and/or those wanting to set-up an initial appointment. Answering questions about Cornerstone, our counselors, and how we can help.

Present: Scheduling and managing cancellations, questions, and other client needs.

and Past: Welcoming returning clients, following up, etc.

***Multi-tasker** - You have the ability to answer client phone calls, field questions and make appointments in an occasionally very fast-paced environment.

***Detail oriented** - You can enter confidential client information data into our patient database, keep detailed notes as needed, and track both big and small changes throughout the day.

***Organized** - You are able to schedule a number of appointments and keep appointment calendars up-to-date for a growing team of counselors at multiple locations (and keep them all straight!)

***Team player** - You are comfortable chatting via phone, text and email with our clinicians to keep them informed of their clients, and you're able to attend staff meetings, trainings, and team bonding experiences (fun!) as needed.

***Learner** - You're open to learning about new procedures, techniques, software, and more as our business continues to grow!

***Flexible** - You'll occasionally be asked to do some light bookkeeping, such as providing clients with receipts or superbills, and other office duties as assigned.

***Experience** - Some working knowledge of the healthcare system would be a BIG plus

We are a small business and rely on our admin team to function daily! This position is an excellent opportunity for someone who has a great sense of humor, is flexible yet reliable, and would like to be a part of a business that is growing (and always learning better ways of working together!)

Strong candidates will possess excellent communication skills, demonstrate an above-average attention to detail and a willingness to work closely with a growing team of people. Because of the confidential information you will be privy to in this position, and due to the freedom you will have in being able to work remotely, references are requested with your resume and will be checked.

This position will pay \$13.50/hour to start, with an opportunity for a .50/hour increase once you are fully trained and self-sufficient (typically 4-6 weeks). This position is 24 hours/week (Mondays, Tuesdays, and Fridays from 9 a.m. – 5 p.m.).

Lastly, all of our software is cloud-based. An ability to use your own devices for work (smartphone and computer) is desired, but not required.

Please submit your resume and a brief cover letter letting us know why you think you're the best candidate for the job to sarah@christiancounselingco.com. Thank you, and we look forward to hearing from you!