



# **Administrative Assistant: New Day Counseling Center – Portland**

**Hours:** 30 hours/week (.75 FTE)

**Accountability:** This position will report to the Director of A New Day Counseling Center

**Position Summary:** The Administrative Assistant shall provide competent administrative support for the center, staff, counselors, and clients.

## **Essential Duties/Functions:**

- Assist with database of client information and financial records
- Answer phones and respond to emails
- Maintain presence at the front desk to greet and serve clients
- Keep the lobby stocked with supplies and clean as necessary
- Ensure messages are retrieved and routed to appropriate persons
- Coordinate counselor and client scheduling in the electronic health record system
- Ensure accurate forms are consistently copied and stocked
- Maintain an inventory of supplies
- Help Director with various tasks/projects
- Follow ethical standards, HIPAA regulations, and office policies

## **Qualifications:**

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Prior experience in a medical or mental health office setting is preferred.
- High proficiency in Microsoft Word and Outlook. Excel experience preferred.
- Good computer skills that translate into the use of the electronic health record system.
- Ability to communicate effectively with peers and public both orally and in written form
- Ability to manage multiple tasks according to priority
- Good organizational skills and attention to detail
- Capability to protect confidential information consistent with HIPAA standards
- Working knowledge of office machines (e.g. copier, fax, printer, multi-line phone)