



## Office Coordinator

Part-Time, Day-Shift, Per-Diem

We are seeking eager, like-minded, mental health professionals to work collaboratively with Anchor Within Counseling. We are a multi-cultural focused, mental health practice which prioritizes care of racial and ethnic minorities. The Office Coordinators support the work of our group practice by ensuring messages are responded to in a timely manner and helping with scheduling tasks and first contacts. Remote Office Coordinators work virtually or in-person. Our ideal candidate would be self-motivated, have proven attention to detail, and great verbal and written communication skills.

### **Duties and Responsibilities**

- Executes tasks related to client referrals, including initial scheduling
- Assist with faxing and mailing
- Assists in daily operational duties for the clinic
- Exercises discretion and prioritizes tasks, seeking input as indicated,
- Utilizes Anchor Within's HIPPA-compliant electronic health record system
- Answer incoming calls and emails to the main line and work to resolve the reason for the contact
- Maintains client and potential client confidentiality
- Regularly communicate with Practice Owner to discuss and resolve office issues/challenges

### **Minimum Qualifications**

- High school diploma/GED equivalent (required)
- Internet access with ability to meet HIPAA standard requirements (required)
- Working knowledge of Google (email, docs, and voice) (required)
- Ability to multi-task and quickly switch duties (required)
- One year customer service experience (required)
- One year administrative or clerical support experience (highly preferred)
- Positive relationship building skills

### **Salary Range**

- \$17-21/hr based on experience

### **Positions Available**

- Day Shift, Part-Time, per diem

To request an interview with our team, or questions about this offer, contact us at

[hello@anchorwithincounseling.com](mailto:hello@anchorwithincounseling.com)