



AGAPE, a biblically-based organization, its services are designed to promote healthy families, children, and adults consistent with AGAPE's Statement of faith, is now hiring for the following position:

**Position Title: Client Service Assistant**

**Reports to: Director of Business Operations**

**Purpose:** A key role working in a busy clinical office as part of the administrative team, is primarily focused on client service and includes a variety of administrative tasks.

**Duties and Responsibilities:**

**Front Desk:** Opening office daily, greeting clients and office staff, answering phones, maintaining client files in EMR, scheduling appointments, posting insurance payments, general client support and service.

**Clinical Services:** Provide administrative support to main office clinical personnel.

**General:** Administrative team support, scanning files, monthly billing, trouble shooting, assisting office manager with various tasks as needed.

**Qualifications:**

Must be a competent professional with excellent communication, organizational and customer service skills; must be self-motivated with the ability work independently and with a team; must be able to perform administrative duties with accuracy; must maintain confidentiality and integrity and comply with HIPAA guidelines at all times.

**Qualifications include:**

- BS/BA in Business Administration or relative field or equivalent training and work experience
- Knowledge of Counseling Psychology a plus
- Customer Service Training
- Team player
- Proficient in MS Office
- Successful candidates will be an active member of a local church, and be willing to sign a statement of faith.

**Please forward resume with cover letter to Traci King Landon, Director of Business Operations @ [tking@agapenahsville.org](mailto:tking@agapenahsville.org)**

