

Position Title: Practice Assistant

Position Summary: Under the supervision of the Executive Director, the Practice Coordinator is responsible for assisting with the administrative, outreach and operations of TherapyWorks. This position provides direct support to the Intake and Outreach Director, Clinical Director and Executive Director. The Practice Coordinator will participate in creating a positive and efficient work environment while helping TherapyWorks remain a valuable resource to the community.

Schedule: This is a part-time position (up to 5 hrs per week, with growth potential)

Minimum Qualifications & Experience

- Highly proficient in office administrative tasks and functions
- Must be professional, responsive and friendly at all times
- Be detail-oriented and accurate in all work performed
- Ability to be consistently responsible and reliable
- Excellent organization, time management and follow-up skills with the ability to work independently and collaboratively as part of a multidisciplinary team
- Proven computer skills and proficiency in Microsoft Word, Excel and Power Point
- Ability to learn new software and online applications
- Ability to communicate well, both written and oral
- Ability to anticipate and resolve problems
- Willingness to be flexible and adaptable in a changing and expanding work environment
- Ability to maintain appropriate professional boundaries and confidentiality with an understanding of basic ethical behavior and business practices
- Knowledge and understanding of basic mental health and substance abuse recovery principles
- Minimum of a one year commitment

Duties & Responsibilities

- Administrative duties as needed (printing, copying, folder assembly, etc.)
- Perform tasks and offer support in developing company visibility
- Perform tasks and offer support to build a strong professional and community referral network
- Perform tasks and offer support to improve customer relations and high level client service
- Assist in promoting and advertising company services and upcoming events
- Coordinate and assist in company related events (open houses, guest speaker events, expos)
- Database entry and scanning documents
- Coordinate and develop systems for transitioning and maintaining an on-line (virtual) practice
- Develop and maintain resource directory (for employees and clients)
- Assist in general office organization
- Participate in bi-monthly staff meeting
- Other responsibilities as determined appropriate including out-of-office errands

Compensation: Unpaid

Application Procedure:

Please email resume and references to maaliea@mytherapyworks.com with answers to the following:

- (1) Why are you a strong candidate for this position?
- (2) What is your familiarity or experience with the mental health field?
- (3) How could you contribute to outreach and marketing efforts?
- (4) What interests you most in working with TherapyWorks?
- (5) What are your long term career goals?
- (6) What other job/internships do you currently have?
- (7) What is your weekly 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.