

Catholic Family Services

Part-time Client Intake Specialist

Florissant-Bellefontaine Office

Guided by the teachings of Jesus Christ, Catholic Family Services supports healing and improved mental health for families and children of all backgrounds through professional counseling and psychiatric services.

Primary duties include:

Catholic Family Services is seeking a Part-time Client Intake Specialist at our Florissant Office. The Client Intake Specialist is responsible for creating a warm responsive interaction between our agency and clients. This position requires tact, sensitivity and professionalism with clients and families to guarantee their satisfaction and return. The Client Intake Specialist must be knowledgeable of internal processes and procedures to help the client schedule with the correct staff to assist them with their concerns. The intake specialist is the primary support for the clinical staff which involves both therapists and psychiatrists. This person provides and coordinates office services needed to operate an efficient office environment. The Client Intake Specialist has direct contact with our clients and patients. **Scheduled hours for the position are: Mondays noon-8pm; Tuesdays 3pm-8pm; Wednesday s 3pm-8pm; Thursdays at Bellefontaine noon-8pm and Saturdays 8am-3pm with possibility to fill in as needed.**

Qualifications:

Knowledgeable of office machines and management practices; Ability to type with accuracy. Good Oral communication skills to relate to clients including a pleasant phone voice to communicate accurately; Possess strong organizational skills in order to multi-task many duties at one time; Reception experience either in medical setting or counseling environment is helpful. Experience with crisis calls and clients.

To apply, please submit cover letter and resume to SaintLouisCounselingHR@ccstl.org, no phone calls please.

Or mail cover letter and resume to:

Human Resources
Saint Louis Counseling
9200 Watson Road, Ste. G-101
St Louis, MO 63126

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