

Saint Louis Counseling

Administrative Assistant – School Partnership Program

As a member of the Federation of Catholic Charities of St. Louis, and guided by the teachings of Jesus Christ, Saint Louis Counseling supports healing and improved mental health for families and children of all backgrounds through professional counseling and psychiatric services.

This position is part of an administrative team, providing support to the entire organization. Shared duties, assigned by the School Partnership Program Director for Operations, assist in accomplishing the mission and goals of the agency, in an administrative support role.

Duties include answering and returning phone calls, using a computer for data entry, document preparation, spreadsheet input; copying documents; ability to communicate in a conscientious fashion; Documentation; Scheduling training as needed; Researching resource for clinicians/general case management; Tracking client referrals; Audit preparation; Gathering information for grant reports; Other duties as assigned.

Minimum bachelors level education—bachelors in Social Work (BSW) preferred; proficient in the use of a PC (computer) and Microsoft Office Suite; ability to work with others with enthusiasm; sociable; communicative; basic knowledge office/program management skills.

Please send resume or contact: Saint Louis Counseling Human Resources
9200 Watson Road, Ste. G-101
St. Louis, MO. 63126
SaintLouisCounselingHR@ccstl.org

* No phone calls please

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