

Work Study Job Description

Job Title	Admin. Assistant
Organization Name	Family Foundations Counseling
Job Location	Fircrest
Address	2002 65th Ave W Fircrest WA 98466
Pay Rate	\$10.10 - \$11.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Elaina Tingley
Phone Number	253-566-5559
Email Address	Elaina@briantingley.com
Website	http://www.familyfoundationstacoma.com

Nature of Organization

Family Foundations Counseling is private counseling practice with 2-3 therapists that specialize in Christian counseling, but also offer counseling to the community or any person in need of counseling.

Duties and Responsibilities

Student will participate/assist in receptionist duties, some accounting, insurance claims, greet clients, collect payment, and help with intake packet, data entry, filing, scheduling appt.'s and other duties as required

Minimum Qualifications

Student in business, math, science or accounting. Must be reliable and have own transportation. Previous experience working in an office setting, working with computer (Mac), any kind of database and customer service.

Student must work class schedule around work hours during the daytime anytime from 9 am-4 pm every semester to work the 12-19 hour commitment per week. A 4 day minimum per week is required for 3-4 hour increments. Must be able to commit to working two semesters or quarters and summer months and cannot reduce the hours per week from what is required as a minimum. Student must submit printed UW class schedule as soon as registration is complete online.

Educational Benefits

Student will learn the counseling process from beginning to end and learn how to be therapist in private practice.

How to Apply

E-mail letter of interest and resume to elaina@briantingley.com

Job Number: 40FAFC01 | Category: | Program: State | Reimbursement Rate: 40%