OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Admin. Assistant
Organization Name	Family Foundations Counseling
Address	6512 20th St. Ct. W., STE. B Fircrest, WA 98466
Pay Rate	$9.19 - $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
EIN	45-2412750

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, billing A/R, insurance claims, greet clients, collect payment, and help with intake packet, data entry, filing, scheduling appt.'s and other duties as required
Minimum Qualifications
1. Student must have previous experience in an office setting, billing and data entry. One year preferred. 2. Student must be pursing a bachelor's or higher degree in psychology, social work, sociology or health related field 3. Knowledge of computer programs, MAC (apple) and previous experience using databases. Attention to detail a plus.
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 | State 40% | Open