

Front Desk Assistant



Who we are: Located at the Hope Center in Plano, TX, Hope for the Heart is a worldwide biblical caregiving, coaching, and counseling ministry providing biblical hope and practical help for life's challenges. We're passionate about helping people apply God's Word to life. We pray that God will use our biblical resources to help people in need overcome challenges, grow personally, and become people helpers.

Department: HopeWorks Counseling

Type of position: Part-time, Non-Exempt

General Description: This role serves as a contributor on a variety of resources, needs, and special assignments. It functions to support Hope for the Heart's counseling department – HopeWorks Counseling (HWC), in a fast paced, hands on, task oriented, team environment, while exercising good judgment in the handling of highly confidential and sensitive information.

Key Responsibilities:

- Scheduling and intake of client appointments on behalf of HW's staff.
- High attention to detail.
- Answer, screen and forward calls as needed.
- Order office supplies, archive documents, reconcile credit card accounts, data entry and research, other administrative/clerical tasks.
- Ensure HIPAA Standards are met in the office.
- Maintain New Client spreadsheet.
- Fulfillment orders – keep front area stocked.
- Assist in administrative projects.
- Keep marketing materials ordered and in-stock.

Qualifications:

- Bachelor's degree (B. A.) or equivalent; or five or more years related experience and/or training; or equivalent combination of education and experience.
- EHR and Practice Management software preferred
- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Professional confidential discretion

To Apply: Email your cover letter and resume to jobs@hopefortheheart.org. No calls, please.

For an overview of our ministry and to view more career opportunities, visit our website at

www.HopeForTheHeart.org