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**FAMILY COUNSELING**  
**ADMINISTRATIVE ASSISTANT**

**Position Assignment**

**Title:** Administrative Assistant  
**Organizational Unit:** Family Counseling  
**Recruited by:** Regional Director  
**Approved by:** Vice President of Family Counseling

**Working Relationships**

**Reports to:** Regional Director  
**Staff Team:** Regional Director, Family Therapists, and all STCH Ministries staff to enhance the total program

**Basic Functions**

The Administrative Assistant plays an important role in assisting the staff of the South Texas Children's Home Ministries (STCH Ministries) Family Counseling program in McAllen, including its satellite counseling offices. The primary function of the Administrative Assistant is to provide support services to appropriate personnel, programs, and clients to enhance the overall program.

**Basic Responsibilities**

1. To act as Receptionist for the main counseling office and screen calls as appropriate to better assist the client and the counselor.
2. To schedule client appointments including reminder calls, follow-up appointments, and rescheduling missed appointments.
3. To process all correspondence, typing, and filing.
4. To maintain an adequate inventory of updated forms.
5. To order and maintain office and cleaning supplies inventory.
6. To preserve the confidential nature of all work.
7. To assist counselors with registrations and reservations as needed.
8. To maintain local client referral list to other organizations and resources.
9. To maintain office MasterCard usage, prepare receipts and expense reports, and submit reports to Business Office Accounts Payable department for processing.

# Position Description

## STCH Ministries



10. To prepare and submit ministry statistical reports to President and CEO and to VP of Family Counseling (weekly); and to STCH Ministries' Executive Assistant (monthly).
11. To prepare and submit monthly ministry statistical reports to church partners.
12. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Administrative Assistant.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Supervisor Signature

\_\_\_\_\_  
Date