
FAMILY COUNSELING
ADMINISTRATIVE ASSISTANT – PART TIME

Position Assignment

Title: Administrative Assistant – Part Time
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 Houston, 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 greet clients and visitors, answer phone calls, and respond to emails.
2. To schedule and manage appointments for counselors and clients, including making reminder calls, scheduling follow-up appointments, and rescheduling missed appointments.
3. To maintain client records and ensure confidentiality of all information.
4. To assist clients with donation processing.
5. To order office supplies and manage inventory.
6. To support counselors with administrative tasks as needed.
7. To maintain a clean and organized office environment.

Position Description

STCH Ministries



8. To assist with special projects and events as required.

9. To perform all other duties as assigned.

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

Employee Signature

Date

Employee Supervisor Signature

Date