

Job Title: Assistant to the Chief Operating Officer and Lead Therapist with Front Desk Support

Company: M.E. Green House Behavioral Health & Substance Abuse Agency

Location: Southern Pines

Employment Type: Part-time (20 hours per week)

Salary: \$10.00 per hour

Job Summary:

The Assistant to the Chief Operating Officer (COO) and Lead Therapist at M.E. Green House is a part-time position responsible for providing administrative support to the COO, assisting the lead therapist, and managing front desk duties at the agency's reception area. The ideal candidate will possess excellent communication and writing skills, as well as the ability to work independently and maintain a high level of professionalism. This role may require minimal driving using a personal vehicle. The Assistant will be responsible for handling front desk tasks while also providing support to the COO and lead therapist in the smooth operation of the behavioral health and substance abuse agency.

Responsibilities:

- Provide administrative support to the COO and lead therapist, including managing calendars, scheduling appointments, and coordinating meetings.
- Assist in drafting and editing correspondence, reports, and other documents with accuracy and attention to detail.
- Maintain confidential and sensitive information, ensuring appropriate handling and storage.
- Answer phone calls, take messages, and direct inquiries to the appropriate individuals.
- Greet visitors and ensure a positive experience at the agency's reception area.
- Schedule appointments and manage the agency's calendar.
- Collect and process payments, maintain financial records, and manage billing inquiries.
- Coordinate and manage client intake paperwork and documentation.
- Assist in maintaining accurate records and databases, ensuring information is up to date and easily accessible.
- Perform basic bookkeeping tasks, such as expense tracking and reimbursements.
- Conduct research and compile information to support decision-making and project initiatives.
- Complete assigned projects and tasks within specified deadlines.
- Support the COO and lead therapist in coordinating and organizing agency events and activities.
- Collaborate with other team members to ensure efficient workflow and effective communication.

Qualifications:

- Minimum of 1 year of administrative experience in a professional setting.
- Excellent communication skills, both verbal and written, with strong attention to detail.
- Proficient in using office productivity software, such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
- Demonstrated ability to handle confidential information with discretion.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Good problem-solving skills and ability to work independently.
- Valid driver's license and access to a personal vehicle for occasional travel requirements.
- Familiarity with behavioral health and substance abuse services is a plus, but not required.
- Previous experience or willingness to learn front desk duties, such as managing phone calls, scheduling appointments, greeting visitors, and handling administrative tasks.