



The Northwest Catholic Counseling Center

Providing help, creating hope...

Administrative Support Position, Part-time

About NCC: The Northwest Catholic Counseling Center (NCC) is an independent, women-founded, family-friendly, warm and welcoming workplace. Founded in 1986, we are a nonprofit, community mental health center providing counseling and psycho-educational workshops regardless of faith or financial resources. Rooted in social justice, NCC believes everyone has a right to quality health care, and the organization has a special commitment to women and children who often bear the greatest weight of the dual burdens of poverty and mental health issues. Trained therapists with a varied backgrounds and specialties serve more than 1,000 men, women, and children annually. NCC is committed to making its mission visible in daily operations. To learn more, please visit www.nwcounseling.org.

About the Position: The part-time administrative support position performs a wide range of office and client support duties to ensure the smooth running of our outpatient mental health clinic.

Classification: Part-time, 8-10 hrs/week

Compensation: \$15.00/hour; includes flexible schedule, paid sick-time, education benefit, mental health benefit

Reports to: Executive Director

Location: Northeast Portland, Oregon

Date Closing: For best consideration, apply by December 10, 2021. Applicants encouraged to apply early as review will begin immediately

Duties and Responsibilities

1. Use computer and database software to enter client contact and appointment and billing information
2. Use computer word processing and database software to prepare, correct, and print receipts
3. Make reminder calls, texts, and emails to clients in a professional and friendly manner
4. Assist with client check in, phone, and reception duties
5. Assist with new client record scanning
6. Support the work of management and the organization with a range of activities including copying, data entry, scanning, scheduling, or other duties as assigned

Skills required:

- High school diploma or equivalent and some office experience
- Proficiency in Microsoft Word, and comfort with computers and learning new software
- Excellent verbal, phone, and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills

A State Certified Counseling Agency

Donations are tax-deductible. Tax ID 93-1088962

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www.nwcounseling.org

Equity

NCC is committed to being an inclusive, welcoming, and diverse space and is committed to ending oppression. Staff members will share these values and commitment. NCC does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, social economic status, or military status in any of its activities or operations.

COVID Information

Because NCC is a healthcare organization, vaccination and masking are required.

Application Information

Please submit a letter summarizing you experience and/or a resume to: jobs@nwcounseling.org.