

**Job Title:** Office Coordinator  
**Reports to:** Executive Director of Anathallo  
**Classification:** Non-Exempt  
**Status:** Part-Time Employee

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**Summary:**

The Office Coordinator position oversees the day-to-day operations of Anathallo Counseling Center. S/he works independently with a high degree of confidentiality.

**Essential Duties:**

- Oversees and tracks Anathallo's budget, including monitoring direct losses and opportunity costs on a monthly basis, as it pertains to the sliding scale and the scholarship fund
- Maintains financial records, including processing check requisitions
- Receives and handles correspondence, i.e., emails, calls, and mail
- Coordinates patient referrals
- Assigns cases to Psychotherapists
- Supports with initial patient scheduling
- Assists with and coordinates onboarding Psychotherapists and Interns
- Oversees and maintains inventory of office supplies and authorizes office supplies purchases
- Maintains Electronic Health Record (EHR) software, offering training and support to staff, i.e., troubleshooting
- Ensures strict adherence to patient confidentiality and protects operational integrity by complying with Health Insurance Portability and Accountability Act (HIPAA) guidelines
- Assists in developing monthly team meeting agendas
- Prepares reports as assigned
- Performs other related duties as assigned

**Qualifications:**

- Excellent written, verbal, and interpersonal communication skills
- Ability to work collaboratively with others
- Detail oriented, skilled in time management, and able to work independently
- Reliable, accountable, and prompt in work management

**Education and Experience:**

- Associate degree, business or health care preferred
- Three years administrative or business experience in a counseling agency or related mental health agency
- Must obtain and maintain HIPAA Certification
- Proficient in the use of Microsoft Office, Outlook, and aptitude to learn other software applications

Special Qualifications:

- Must personally affirm Anathallo's purpose and statement of faith

Work Schedule/Hours:

- 25 hours per week (Monday - Friday)

Physical Requirements:

- Must be able to regularly talk and hear
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Supervisory Responsibility: No direct reports

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Signature:

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_



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