



The Refuge Center  
FOR COUNSELING

**Official Job Description for Administrative Assistant:**

Duties:

- Answering inbound phone calls & returning voicemails
- Scheduling new client intake appointments
- Assisting clients with general questions
- Providing support for Hospitality employee: providing assistance to walk-in clients as needed, maintain hard copies of client intake paperwork, etc.
- Keeping workspace organized
- Special projects or other duties as assigned by Clinical Director, Assistant Clinical Director, or Front Desk Supervisor
- Supervised by Kaity Campbell, Intake Specialist & Front Desk Supervisor

Terms of Employment:

- Start Date: Immediate opening
- Starting hourly rate: \$17.50/hour
- Hours of employment: 40 hours/week (Monday-Friday, 9am-5pm)
- Full-time hourly employee status
- Eligible for Health Insurance on the 1<sup>st</sup> of month after 30 days of employment
- Vision/Dental insurance available
- PTO, Perks
- Payment will be dispersed on the 15<sup>th</sup> and last day of each month
- Notice of 2 weeks required to terminate employment

Employee Signature: \_\_\_\_\_

Clinical Director Signature: \_\_\_\_\_