

Receptionist/Scheduler

Written by American Foundation of Counseling Services
Wednesday, 23 July 2014 13:13 -

GREEN BAY - American Foundation of Counseling Services (AFCS) has an opening for a Part Time Reception/Scheduler position. This position will be scheduled varied days Monday through Friday and varied hours of coverage between 8am-5pm for 20-30 hours a week.

Duties include:

- Client scheduling
- Input registration information into computer
- Answer telephone
- Insurance verification

Required Skills:

- Strong telephone communication skills
- Broad experience in utilizing computers, programs & data entry
- Interaction with clients

Education

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- Post high school education or equivalent experience

Values

- Is comfortable and committed to the integration of spirituality and faith in our relationships with our colleagues and clients
- Places a high priority on professional conduct and quality of care

American Foundation of Counseling Services is a spiritually based organization and an equal opportunity employer. We do not discriminate based on race, gender or faith.

Interested candidates should send a cover letter and resume to jbeck@afcscounseling.org or mail to:

AFCS

Attn: Jill Beck

130 East Walnut St., Suite 706

Green Bay, WI 54301