

Job Title	Clinical Client Support Specialist
Employer/ Agency	Ascent Psychotherapy Center
Job Description	<p>Prefer an undergraduate student in psychology/social work major who would like to gain experience in a vibrant and thriving private practice in Far West Houston/Katy/Cypress, TX area.</p> <p>Job duties entail scheduling clients, communicating with clients regarding appointments, helping with intake, billing and claims, maintaining media (i.e., newsletter) and social media platforms (i.e., Instagram and FB page) and other duties as assigned.</p> <p>Great way for college students to understand the inner workings of a private practice with possibility for future practicum placement during graduate studies.</p>
Qualifications	<p>Prefer a college student majoring in psychology and/or social work.</p> <p>Proficient in MS Office</p> <p>Self-starter</p> <p>Good communication skills</p> <p>Will train how to work EHR and Clearinghouse</p>
Salary/Hours	\$10.50/hour-part-time-20 hours per week
Employer/Agency	Valerie Kuykendall-Rogers dba Ascent Psychotherapy Center
Address	3880 Greenhouse Road, Suite 414, 422 and 425
City, State, Zip	Houston, TX 77084
Contact Person	Valerie Kuykendall-Rogers, MA, LPC-S
Contact Title	Owner, Psychotherapist
Telephone Number	877-393-9695
Fax Number	888-462-7208
Email Address	Valerie@ascentpsychotherapycenter.com
Application Method	Send resume along with cover letter and at least 3 references via email or fax.
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.