

<b>Job Title</b>	Clinical Administrative Assistant
<b>Employer/ Agency</b>	Severance Psychotherapy
<b>Job Description</b>	<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>– <b>Reception &amp; Client Relations:</b> Welcome clients of all identities with respect and care. Answer phone calls, respond to inquiries, and manage appointment bookings.</li><li>– <b>Scheduling &amp; Coordination:</b> Organize therapy sessions, assist in coordinating care plans, and ensure therapists' calendars run smoothly.</li><li>– <b>Documentation &amp; Compliance:</b> Maintain secure, up-to-date client records in compliance with HIPAA. Assist with intake forms and documentation workflows.</li><li>– <b>Billing &amp; Insurance Support:</b> Become knowledgeable through practice's use of Headway, a platform used by the practice to help the client verify insurance benefits, copays, and communicate any issues or scheduling needs.</li><li>– <b>General Office Support:</b> Help with office upkeep, supply orders, reports, and day-to-day administrative tasks.</li><li>– <b>Team Collaboration:</b> Provide clerical, client, and administrative support to therapists and contribute to a respectful, supportive, and LGBTQ+ affirming work environment. Schedule team meetings to check in and address any concerns, successes or ideas around client care or process improvements.</li></ul>
<b>Qualifications</b>	<p><b>What We're Looking For:</b></p> <ul style="list-style-type: none"><li>– Bachelor's degree in a related field required</li><li>– 2 years of admin experience in mental health, medical, or nonprofit settings</li><li>– Familiarity with Google Workspace, Microsoft Office, and EHR systems like SimplePractice or Headway</li><li>– Excellent organizational and communication skills</li><li>– Commitment to confidentiality, professionalism, and client focus</li><li>– Experience working with or within LGBTQ+ communities is a strong plus</li></ul>
<b>Salary/Hours</b>	<p>\$20/hr base pay (pay per hour can be negotiated based on experience) Full-time In-person for first 90 days. After 90 days, 2 days can be remote.</p>
<b>Address</b>	4801 Woodway Dr. Suite 370W (Galleria/Post Oak)
<b>City, State, Zip</b>	Houston, TX 77056

<b>Contact Person</b>	Jeffrey Coira, MA, LCSW, LCDC, CST
<b>Telephone Number</b>	(713) 364-4155
<b>Email Address</b>	<a href="mailto:jeffrey@severancetherapy.com">jeffrey@severancetherapy.com</a>
<b>Application Method</b>	Please email resume with days, times, availability
<b>Opening Date</b>	Immediately

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