

## **Receptionist/Secretary**

### **WNY Psychotherapy Services**

315 Alberta Dr., Amherst, NY, 14226

#### **About Us:**

Join our dynamic team at WNY Psychotherapy Services, a friendly and upbeat private outpatient mental health practice dedicated to providing exceptional care. With over 30 social workers, psychologists, and nurse practitioners, we strive to create a positive and fast-paced work environment.

#### **Job Description:**

We are looking for a receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks. As a receptionist, you will be the first point of contact for WNY Psychotherapy Services. Our receptionist's duties include offering administrative support across the organization.

#### **Required:**

- \* Good computer/typing skills
- \* Ability to multi-task
- \* Ability to prioritize workload
- \* Use of multi-line phone system
- \* Professional demeanor

#### **Duties include:**

- \* Receiving patients
- \* Collecting copays
- \* Entering charges
- \* Pulling charts
- \* Filing
- \* Making patient appointments
- \* Other administrative duties as assigned

**Hours:** Tuesday- Friday 7:00 AM – 3:30 PM Monday 2:00 PM – 9:30 PM Occasional Saturdays: 8:00 AM -1:00 PM or 8:00 AM – 4:00 PM

WNY Psychotherapy Services pays ½ single health insurance policy

For immediate consideration, please email your resume to Marcy at:  
ttm849@yahoo.com