

Receptionist/Secretary

WNY Psychotherapy Services

70 Linwood Ave., Orchard Park, NY, 14075

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 include evenings and some Saturdays.

WNY Psychotherapy Services pays ½ single health insurance policy.

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