

Front Desk Receptionist

Be a part of a qualified professional staff that offers a variety of mental health services to those in our community who reach out for assistance. This opening is for a Front Desk Receptionist, available in the afternoon (1-7PM, M-Th) to assist with billing and scheduling.

Responsibilities of this position include but are not limited to:

- Understanding and supporting the mission of LCS (See lcsfl.com)
- Checking in clients for their appointments and processing their payments for services.
- Answering the phone line and recording messages for clinicians
- Scheduling new patients as well as existing clients' follow-up appointments.
- Adhering to confidentiality laws under HIPPA

ORGANIZATIONAL PROFILE

LCS is a nonprofit 501c3 with many of its services funded through grants and by donors. This allows us to offer sliding scale fees and supplement therapist fees. At LCS, our clients find a safe and caring environment where licensed mental health professionals provide counseling services that are available to the entire Central Florida community. LCS has a clinical staff including eight licensed mental health professionals. The LCS staff serves the Central Florida community from its main location in Winter Park and several satellite locations.

Job Requirements

- Working knowledge of Microsoft Office
- Understanding of HIPPA Laws
- Previous work/training in mental health preferred

HOW TO APPLY

Submit a cover letter and resume to admin@lcsfl.com. Only applications received via e-mail will be accepted. Initial application review scheduled for May 1, 2019.