**LCS Front Desk Receptionist**

**LUTHERAN COUNSELING SERVICES (LCS)**

JOB DESCRIPTION

LCS, a nonprofit 501c(3) who offers a variety of mental health service. We have an immediate opening for a Front Desk Receptionist in Winter Park, located at 1505 Orchid Ave Winter Park FL. The number of hours can be flexible per week depending on what you are looking for - Monday through Friday no weekend work. Some flexibility is available.

Responsibilities of this position include but are not limited to:

* Checking in clients for their appointments and processing their payments for services.
* Answering the phone
* Scheduling new patients as well as existing clients’ follow up appointments.
* Verifying insurance for client coverage.
* Follow up with client to ensure all required documents are completed
* Adhere to confidentiality laws under HIPPA

ORGANIZATIONAL PROFILE

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 staff serves the Central Florida community from a main location in Winter Park and several satellite locations. This position is for our Main Location in Winter Park.

Job Requirements

* Working knowledge of Microsoft Office
* Comfort level with working with computers and working with various software.
* Understanding of HIPPA Laws
* Previous work/training in mental health preferred
* Basic understanding of Insurance preferred
* Bilingual preferred
* MAC knowledge a plus

Compensation between $14 - $15 per hour.

HOW TO APPLY

Submit a cover letter and resume to admin@lcsfl.com. Only applications received via e-mail will be accepted.