



## Office Assistant / Paraeducator

**Department:** The Carruth Center at The Parish School

**Time Commitment:** Full-time

### Position Overview

The Carruth Center is hiring a full-time office assistant/paraeducator. This is a split position. The right candidate will have skills for both roles; as a direct caregiver of young children working under the guidance of a Carruth Center lead therapist (25 - 30% of work time) and as an administrative assistant helping with various office duties (70 - 75% of work time).

### Responsibilities

- Assists with answering phones, greeting and directing clients, sales people and visitors.
- Assists clinic staff by updating and maintaining clinic forms and office supplies.
- Assists with the intake process for new clients and scheduling of new clients with staff.
- Supports the office manager in communicating with insurance carriers, staff and parents.
- Scans documents to electronic management records and prepares files for off-site storage.
- Assists in planning and implementing lead therapist's individualized programs and activities in group therapy settings.
- Prepares and organizes therapy room and materials and assists with therapy room clean-up.
- Reports client information and observations to lead therapist.
- Assists clients with feeding and toileting needs.
- Orders supplies needed for clinic.

### Qualifications

High school diploma or general education degree (GED), some college experience a plus; or two to three years related experience and/or training; or equivalent combination of education and experience. Highly proficient in MS Office applications including Word, Outlook and Excel. Familiarity with practice management software a plus. Basic life support needed. No certifications or licenses needed.

The right candidate will demonstrate:

- Excellent and efficient customer service skills.
- The ability to manage projects concurrently and demonstrate excellent time management skills.
- The ability to work with others and take initiative.
- A willingness to learn about all areas of child development and a nurturing spirit.
- Sound judgment, dependability, flexibility and creative thinking.

### How to Apply

Please submit your resume, cover letter and application (found at [www.carruthcenter.org/about/employment](http://www.carruthcenter.org/about/employment)) to [humanresources@parishschool.org](mailto:humanresources@parishschool.org).



### **About The Carruth Center**

The Carruth Center offers a full array of assessment and therapeutic services to families throughout the greater Houston area that includes speech therapy, occupational therapy, music therapy, mental health services and developmental assessments.

*The Carruth Center at The Parish School is an equal opportunity employer and does not discriminate on the basis of age, race, gender or religious affiliation.*