

Job Title	Mental Health Receptionist / Scheduler- Bilingual English/Spanish
Employer/ Agency	King Haven Counseling Center
Job Description	SUMMARY: Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Minimum experience 6 months.
Qualifications	Education - High school diploma or equivalent Must be bilingual
Salary/Hours	Based on Experience/ Varies
Employer/Agency	King Haven Counseling
Address	6315 Gulfton
City, State, Zip	Houston Tx 77081
Contact Person	Ms. Watts
Contact Title	Hr Assistant
Telephone Number	(713)457-4372
Email Address	gwatts@kinghavencounseling.com
Application Method	Submit a resume at hr@kinghavencounseling.com
Opening Date	Immeadiate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.