



Part-Time Clinical Services Coordinator

TELL is seeking a candidate for the position of part time Clinical Services Coordinator, who will be responsible for managing and organizing the overall administrative functions necessary to support the TELL Counseling Center (TCC). The position will initially fall within a three months probationary period after which a contract for 12 months employment will be made.

Duties & Functions

- Administrative tasks and functions to ensure that the TC office is managed efficiently
- Answering phone calls to TCC
- Maintaining the electronic health record system
- Administrative tasks relating to existing clients and new client intakes
- Liaison with financial controller regarding TC accounting
- Billing of clients, including collection of and input of credit card information into client record system
- Calculating TC related statistics (monthly income, quarterly income and outstanding balances, annual income)

Key Competencies:

- A passion for TELL's principle, vision and mission
- Native or professional speaker of Japanese with good communication skills (both written and oral) in English
- Highly organized and comfortable with responsibility
- Can initiate work plans and deliver effectively to deadlines
- Excellent communication skills
- Multi-tasking
- Competent in Word, Excel, PowerPoint and Google Suite
- Basic knowledge of community development and social work issues

Conditions:

- 20 hours a week
- 150,000 (tax inclusive) a month
- No social insurance or paid annual leave included
- Commuting costs reimbursable

How to Apply: Send a one-page cover letter (in English) that explains your interest and suitability for this position with your resume to admin@telljp.com. The application should be submitted no later than 5 p.m. Friday 22nd June, 2018.