



Part-Time Intake Specialist

New Leaf Resources, a Christian counseling center, is seeking a part-time addition to our administrative staff in our main office in Lansing, Illinois. New Leaf Resources is both a Christian ministry and a professional agency, and the position requires a high degree of compassion and comfort with multitasking. This position also requires a high level of initiative, strong interpersonal and customer service skills, exceptional phone and computer skills, strong organization skills, as well as a focus on precision and accuracy with detailed data entry.

We are seeking an applicant who is interested in a permanent part-time position, working approximately 25 hours per week.

Job duties include: handling incoming calls, making reminder phone calls, collecting information from and scheduling appointments for new and existing clients, data entry including confidential client information, verifying client insurance information, and collecting payments.

Interested applicants should submit a cover letter and resume to Lisa Dittrich-Bondor at lisadb@newleafresources.org. If you have questions regarding this position, you may email them. No phone calls please.