

Intake Worker/Psychologist Assistant

CALGARY RECONNECT COUNSELLING GROUP INC

Are you a welcoming, organized administrative assistant who would love to create kind, joyful moments and support mental health for children and couples, in a psychology private practice luxurious office setting?

You sound amazing. We're hiring - come join our team!

Job description

As an Intake Worker and Administrative Assistant, you will be responsible for the intake of new clients, as well as office administration tasks to support a group of relational psychologists who specialize in children (Kids Reconnect) and Couples (Couples Reconnect).

Your work will be meaningful. Specifically, you will be supporting kids, parents, families, and couples in their closeness and connection journey by taking on the following administrative tasks:

- Welcoming clients into our office
- Responding in a timely manner to client calls or emails about service requests
- Answering service inquiries or questions about programs from potential clients
- Scheduling intake phone calls or in-person intake meetings
- Completing intake calls with clients, which involves gathering clients' necessary background information
- Scheduling the client's initial counselling session with their assigned therapist
- Creating initial client file to provide to assigned therapist
- Light office clean-up
- Administrative support - processing client payments with Interac machine, direct billing for client sessions, printing forms, photocopying, using Google drive and Jane App, filing, uploading files and sorting mail in mail folders, watering plants, ordering office supplies, and tidying up offices or waiting areas as needed.
- You will be the first person on the team whose kind smile our clients experience and you will be opening our office at the start of day and/or closing at the end of the day.

About the team you'd be joining. We are a friendly, gentle, collaborative team. [Our office space](#) is warm, whimsical, and welcoming. If this is sounding like your cup of tea, this job might be a perfect fit for you.

This is a permanent, full-time position in a busy environment. We are looking for a detail-oriented, compassionate candidate to complement our administrative team, with full-time shift availability to cover day shifts, evening shifts, Monday to Friday, and weekend shifts.

Salary: Up to \$40,000.00 per year + wellness program benefits.

Location: 1716 16 Ave NW, Suites 400, 420, and 450 - Calgary, Alberta T2M 0L7.

To apply: please email us your resume and a cover letter telling us about your interest, skills, and experience to be considered for this position: intake@calgaryreconnect.com. Tip: take a look at our websites [Kids Reconnect](#) and [Couples Reconnect](#) for inspiration and ideas to write your cover letter.

Are you interested in psychology? Preference will be given to candidates who have related experience or a bachelor's degree in psychology. This role offers a wonderful opportunity for a psychology undergraduate to develop intake experience, make connections, and learn more about the psychology and social work fields before pursuing a master's degree.

Date of this posting: May 26, 2025.

