



## Job Posting: Front Office Support

[Ruah Woods Psychological Services](#) (RWPS) has an immediate opening for part-time Front Office Support.

RWPS is the healing branch of Ruah Woods Institute, developer of the world's first [K-12 Theology of the Body Curriculum](#). The mission of RWPS is to integrate the best of psychological science and the truths of the Catholic faith to empower men and women to more fully embrace and live out their vocation to love.

This opening is for one or more part-time, administrative support personnel to assist in front office operations in our main office in the Western Hills area of Cincinnati, which features a beautiful, wooded property with access to the Blessed Sacrament and Mass onsite. The Front Office Support will aid the work of a team of Catholic mental health professionals who seek to infuse their services with the truths of the Catholic faith.

The Front Office Support assists the Administrative Services Manager in front desk operations including responding to new inquiries into the practice, scheduling and orienting new patients, attending to administrative needs of current patients, providing administrative support to RWPS therapists, and basic hospitality. A typical week will be 18 hours with a schedule of 9 AM – 5 PM Mondays (or Tuesdays if there was a Monday holiday that week) and 3-8 PM on Tuesdays and Thursdays. Occasionally, there may be need of additional daytime hours on a Friday. There is also an expectation of covering additional hours when the Administrative Services Manager is out of the office (e.g., vacations). This would include morning and daytime hours.

Hourly rate of pay will be competitive and commensurate with experience. Pay is calculated based on the number of hours worked in each pay cycle. This position is eligible for overtime and holiday pay. Ruah Woods observes these holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Holiday
- Christmas Eve
- Christmas Day
- Weekdays from Christmas to New Year's Day.

The ideal candidate will have the following qualifications:

- Strong commitment to professional ethics, keen sense of discretion, and a proven ability to maintain confidentiality.
- A solid history of positive client relations.
- Warm and friendly.
- Excellent communication and interpersonal skills.
- Strong work ethic, consistency, and reliability.
- Organized, motivated self-starter.
- Solid computer skills including proficiency with Microsoft Office applications such as Word, Excel, and Outlook and Internet browsers such as Firefox or Google Chrome.
- Enthusiastic support for the mission of Ruah Woods Institute.
- Broad knowledge of the Catholic faith.
- Familiarity with the field of psychology/mental health and the mental health industry.

Interested parties are invited to submit a resume and cover letter to Dr. Andrew Sodergren  
[RWPSinfo@ruahwoods.org](mailto:RWPSinfo@ruahwoods.org).