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Part-time Receptionist (Bilingual Spanish/English)

Part-Time | Wilmington, DE \$20-22.00 per Hour

Join the Amanecer Team!

Amanecer Counseling & Resource Center is a trusted, community-based behavioral health agency serving Delaware since 2003. We provide compassionate, trauma-informed, and culturally responsive services to a diverse population of individuals and families. We are seeking a friendly, organized, and fully bilingual **Receptionist** to be the welcoming face of our organization.

Position Summary

The Receptionist plays a vital role in creating a positive client experience by providing exceptional customer service, supporting office operations, and assisting with administrative and client intake processes. This position is ideal for someone who enjoys working with people, thrives in a collaborative environment, and is committed to supporting behavioral health services in the community.

Qualifications

- Fluent in both Spanish and English (spoken and written)
- Excellent communication and customer service skills
- Proficient in Microsoft Office, including Word and Excel
- Strong organizational skills and attention to detail
- Self-motivated with strong problem-solving abilities
- Professional, dependable, and team-oriented
- Previous experience in healthcare, behavioral health, or human services preferred
- Ability to successfully pass a background check

Key Responsibilities

Greet clients and maintain a safe, welcoming reception area

- Answer phone calls and respond to office inquiries
- Enter and update client information in the Electronic Health Record system
- Assist with client intake and referral screening processes
- Coordinate appointment scheduling and communicate changes to clinical staff
- Obtain required client documentation and signatures
- Process client payments and initiate insurance claims
- Verify insurance eligibility and maintain accurate client records
- Manage filing, scanning, mail distribution, and other administrative duties
- Run routine reports and support office operations
- Protect client confidentiality and maintain HIPAA compliance
- Assist with special projects and additional duties as assigned

Schedule

18 Hours Per Week

- Tuesday: 9:00 AM - 7:00 PM
- Thursday: 9:00 AM - 5:00 PM
- *(Additional hours may be available periodically on Mondays, Wednesdays, and Fridays based on organizational needs).*

Compensation & Benefits

- \$20-22.00 per hour, commensurate with experience
- Matching FICA
- Workers' Compensation Coverage
- Professional Development Allowance

Why Amanecer?

At Amanecer, you'll join a mission-driven team committed to improving the lives of individuals and families throughout our community. We value professionalism, compassion, cultural responsiveness, and teamwork, and we strive to create a supportive and inclusive workplace for all employees.

Apply today and become part of an organization dedicated to hope, healing, and community wellness. For more information, please contact Marie Redfield at marie@amanecerde.org

Amanecer Counseling & Resource Center is an Equal Opportunity Employer and encourages candidates from diverse cultural and linguistic backgrounds to apply.