



Job Posting: Administrative Services Manager (full-time)

[Ruah Woods Psychological Services](#) (RWPS) has an immediate opening for an Administrative Services Manager in its Cincinnati office.

RWPS is a branch of the Ruah Woods Institute, the originator of the world's first [K-12 Theology of the Body Curriculum](#). The mission of the Institute is to help men and women live their vocation to love, according to God's plan, as informed by the Theology of the Body. RWPS aids this mission by developing and providing services that integrate the best of psychological science and the truths of the Catholic faith – empowering people to more fully embrace and live out their vocation to love.

The Administrative Services Manager is responsible for all front desk operations at RWPS including responding to new inquiries about the practice, scheduling and orienting new patients, attending to administrative needs of current patients, providing administrative support to RWPS therapists, basic hospitality, billing and basic bookkeeping, coordinate property management activities, scheduling and supporting outside groups / events using RWPS building, and chapel support.

The ideal candidate will have the following qualifications:

- At least an Associate's degree and at least five years of experience in administration or related field.
- Solid computer skills including proficiency with Microsoft Office applications such as Word, Excel, and Outlook and Internet browsers such as Google Chrome.
- Strong commitment to professional ethics, keen sense of discretion, and a proven ability to maintain client confidentiality.
- Broad knowledge of the Catholic faith.
- Awareness of mental health issues and the mental health industry.
- 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.

Interested parties may seek more information from or submit their resume and cover letter to:

Dr. Andrew Sodergren
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