

Gateway Counselling – Reception Supervisor

We are looking for a passionate person with a heart to serve and care for our community. This is a unique opportunity to support a church ministry to grow and transform lives while using your professional skills and giftings within professional context. Gateway Counselling strives to ensure a safe and welcoming space to help facilitate hope and healing in individuals, couples and families through affordable Counselling and Wholeness services.

The role is primarily based at Gateway Counselling Mackenzie; however, may sometimes require multi-campus support. The role supports the Gateway Counselling Client Engagement Manager to facilitate the daily operational functioning of the Counselling Centre. The Gateway Counselling Reception Supervisor is the administration lead during their rostered shift and is required to work semi autonomously within established policies, guidelines, and procedures.

The position has been structured as casual with the right applicant expecting to work an average of 16 hours per week. The ideal applicant will express a willingness where possible to provide flexibility and support to cover planned and unplanned leave. The role requires a level of flexibility across our opening hours to include some Evening and Saturday shifts.

A Position description can be obtained by calling the counselling centre reception during office hours on (07) 3291 5963 or emailing the Gateway Counselling Practice Director. peterdavies@gatewaybaptist.com.au.

If you would like to find out more we would love to hear from you. Applications are open now with submissions being reviewed as they are received. Applications will close when a suitable candidate is found.