

Job Title	Part Time Client Relations Specialist
Employer/ Agency	Brittani Persha Counseling
Job Description	Part time/ Remote work from home opportunity help connect clients with therapists and support key operations. -Respond to client inquiries and schedule appointments -Coordinate client intake and therapist assignments -Maintain client files and ensure HIPAA compliance -Assist with billing questions and client communications
Qualifications	<ul style="list-style-type: none">-Undergraduate Degree Required -Ability to work one evening- Monday-Thursday (3-7pm) + a flexible 6 hours on Fridays (9am 6pm)- A "people person" with strong communication skills- Highly organized and detail-oriented (Type A personality)- Comfortable juggling multiple tasks and systems- Tech-savvy and proactive in solving problems- Passionate about mental health and supporting others
Salary/Hours	From \$15-\$20/hour 10 hrs/week
Address	1001 S Dairy Ashford Rd, Suite 510
City, State, Zip	Houston, TX 77077
Contact Person	Stephanie Bravo
Telephone Number	713-364-8645
Email Address	info@brittanipershacounseling.com
Application Method	Please send all resumes and cover letters to info@brittanipershacounseling.com
Opening Date	May 15, 2026

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK