

ABSTRAK

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GAMBARAN PROSES KERJA DI YAYASAN PULIH

Praktikan selama melaksanakan Kerja Profesi di Yayasan Pulih praktikan melakukan sebuah proses kerja yaitu menerima telepon / membalas *whatsapp* yang masuk, memasukan data klien, menerima tamu. Selain praktikan memasukan data klien. Praktikan juga memasukan data psikolog yang menangani klien, memasukan data psikolog setelah dilakukan sesi konseling antara psikolog dan klien. Praktikan juga ditugaskan untuk mencari calon psikolog untuk calon klien, psikolog akan disesuaikan dengan kasus calon klien yang dialaminya.

Kata Kunci : Kerja Profesi, Proses Kerja

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DESCRIPTION OF WORK PROCESSES IN YAYASAN PULIH

Pratican during carrying out Professional Work at the Pulih Foundation pratican doing a work process that is receiving a call / reply whatsapp incoming, enter client data, receive guests. In addition pratican enter client data. Pratican also entered the data of the psychologist who handled the client, entered the data of the psychologist after the counseling session was carried out between the psychologist and the client. Pratican also assigned to look for prospective psychologists for prospective clients, psychologists will be adjusted to the case of prospective clients they experienced.

Keywords: Professional Work, Job Process.