



abiding Care

RECEPTIONIST JOB DESCRIPTION

Objectives of the position: Being at the front desk to greet both clients and donors, offer hospitality, answer phones and make appointments, etc. In addition, this position supports the smooth functioning of the agency by assisting with administrative and clerical tasks, as well as helping with the running of our social media programs

Reports to: The Executive Director

Status: Part-time (20+ hours/week)

Minimum Qualifications:

- Have a vibrant, personal and growing relationship with Christ as Lord and Savior
- Hold a biblical view of the sanctity of life (100% pro-life) and sexual purity
- Be in agreement with the Values, Statement of Faith, and policies of the center
- Have experience in office operations
- Be well-versed in operating a computer and typing - MS Word, Excel etc is a plus
- Be able to stay organized and keep the reception area very clean
- Be able to respect and keep information confidential is an **absolute must**
- Have a friendly, clearly understood voice
- Have a neat and clean appearance, good hygiene
- Be able to greet clients & visitors warmly – learn their names and be ready for them
- Have attention to detail and be able to follow instructions
- Be familiar with social media – be able to post and possibly create posts
- Must be willing to work with all kinds of people
- Be dependable, responsible (including having reliable transportation) and committed to the ministry
- Be willing to be part of a team and work to keep Center unity

Preferred Qualifications:

- Prior office experience
- Social Media experience

Essential Functions:

I. Reception

- Answer phone calls as trained
- Schedule appointments according to the guidelines and procedures of the center
- Greet clients, keep them apprised of any delay in appointments, offer refreshments
- Contact Service people as requested by director (for copier, furnace, etc)
- Keep desk and reception area clean, orderly and sanitized, according to Center procedure

II. Administrative

- Work with Director to make sure all information (client, donor, etc) is accurate in center's software
- Assist the Director and Nurse Manager with performing office administrative duties, as requested
- Any other clerical or administrative duties as needed

III. Miscellaneous

- Social Media help
- other duties as assigned by the director

Pay Rate:

Pay rate: \$13-15/per hour dependent on experience and skills

Benefits: PTO (paid time off) after 1 year

4 sick/bereavement days (usable immediately)

6 paid holidays (if they land on days we are open)

Being able to live out your faith at work!

Last Modified: 1/1/22

Prepared By: Carrie Kraucyk, Executive Director

Approved By: Board

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at Abiding Care. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Abiding Care.
2. It does not constitute an employment contract with Abiding Care.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Abiding Care.

I understand and agree that my employment with Abiding Care is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee’s Personnel File

Copy: To Employee

Copy: Position Descriptions File