

Wesley House Family Services Position Description

Position Title: Receptionist

Department: Administration

Purpose: Provides support to agency staff, departments and clients in the Wesley House Family Services office. Performs general office functions as required and/or assigned.

Reports To: Executive Assistant

Funded By: Administration

Classification: 1.0 FTE, Non-Exempt

Responsibilities:

1. Provides general office support during operating hours
2. Greets and assists clients during operating hours
3. Maintains conference room schedules for staff members
4. Receipts incoming checks and cash for Finance
5. Assists other departments with special projects
6. Distributes faxes and drug test results for all offices
7. Complies with Wesley House Family Services Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements
8. Performs other duties as assigned

Performance Measurements:

1. Provides general office support during operating hours
2. Greets and assists clients during operating hours
3. Maintains conference room schedules for staff members
4. Receipts incoming checks and cash for Finance
5. Assists other departments with special projects
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Qualifications:

- High School Diploma or completion of GED
- One to two years of experience in an Administrative or Managerial Office Support
- Ability to multi task and meet deadlines
- Excellent written and verbal skills
- Demonstrated ability to use technology in daily work activities
- Demonstrated proficiency with software programs such as Word, Excel, PowerPoint and Outlook
- Demonstrated bi-lingual English and Spanish fluency

Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on _____, _____, 20_____.
(Month) (Day) (Year)

Receptionist (Signature)

Executive Assistant (Signature)

Receptionist (Print)

Executive Assistant (Print)