



FRONT DESK RECEPTIONIST JOB DESCRIPTION

POSITION SUMMARY:

Member of the team who coordinates and facilitates communication for and between all facility personnel and organizes and maintains facility files.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Answers telephones, takes messages/direct calls to appropriate person.
2. Types records, reports, and correspondences.
3. Initiates/Organizes/Updates facility files.
4. Creates and maintains tickler files for all mailings.
5. Performs other assigned duties as directed by Administrators.
6. Conducts self in a professional manner at all times and in all circumstances.
7. Complies with all facility policies and procedures.
8. Provides facility with all necessary information to be able to verify experience.
9. Communicates with facility about problems or concerns.

QUALIFICATIONS:

1. High school graduate.
2. Minimum one year experience in a clerical position, preferred.

CONDUCT:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment at Coral Behavioral Services. Each staff member shall serve as a role model for clients in how to conduct themselves as citizens and as responsible, educated human beings. Each staff member has a legal responsibility to help instill in clients the belief in and practice of ethical principles and democratic values.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting, carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire group if applicable, and moving light furniture may be required. This job classification may have a potential risk for occupational exposure to blood and other potential infectious bodily fluids. Protective equipment will be provided by our facility, as needed, to limit the exposure and will promote self-protection practices in the delivery of the services, to provide appropriate treatment to our workers in the event of an exposure incident and to promote compliance with universal precautions.

SIGNATURE

DATE