

Rev. 7/8/2022-ANE

JOB TITLE: Floating Receptionist

DEPARTMENT/PROGRAM: Reception/Outpatient

RATIONALE: A Floating Receptionists at HRC is responsible for customer service operations within the reception areas in both the Paris and Marshall Office locations. The position will also offer support to the data and billing processes as needed and will be expected to complete CPR/FA/AED training as well as complete other duties as they are assigned.

IMMEDIATE SUPERVISOR:

Access Coordinator

**EXEMPT/NON-EXEMPT
STATUS:** Non-Exempt

HOURS: 19.75

POSITIONS SUPERVISED: None

AVAILABLE: 07/15/2022

PAY GRADE LEVEL:

**DRIVING ESSENTIAL
FUNCTION:** yes

BASIC DUTIES:

1. Answer the telephones and handle all queries from the public and persons served.
2. Screen persons entering organization and direct persons to correct destination.
3. Ensure knowledge of staff movements in and out of the organizations.
4. Monitor visitors access and maintain security awareness
5. Provide general administrative and clerical support
6. Prepare correspondence and documents as needed
7. Accept deliveries, apply postage as well as receive/sort mail.
8. Schedule, reschedule, and cancel appointments as needed.
9. Tidy and maintain the reception area as well as the seating area
10. Prepare daily bookkeeping log as well as receive co-pays/fees.
11. Travel between Paris/Marshall office locations as needed.
12. Opening and/or closing both the Paris/Marshall office locations.

DESIRABLE QUALIFICATIONS:

1. Computer knowledge and experience.
2. Mathematical Ability.
3. Record keeping ability and experience.
4. Detail oriented.
5. Ability to greet the public and be professional.

MINIMUM QUALIFICATIONS:

1. At least 18 years of age
2. High school diploma or general equivalency diploma
4. Ability to pass all pre-employment background checks
5. Ability to pass pre-employment drug screening

PHYSICAL REQUIREMENTS: (can be met with or without reasonable accommodations)

1. Sit, up to 100% of the time.
2. Lift, push, pull and carry up to 20 pounds, 11-40% of the time.
3. Reaching in front of body, up to 75% of the time.
4. Bending. 11-40% of the time.
5. Ability to climb stairs.
6. Simultaneous use of hand, wrist, and fingers, 76-100% of the time.
7. Talking 76-100% of the time.
8. Hearing for ordinary conversation 76-100% of the time.
9. Visual acuity for 20'' or less, 76-100% of the time

PLEASE POST ***Internal or External Applicants*** PLEASE POST

JOB HAZARDS:

1. Blood Borne Pathogens. Universal precautions are required.
2. Ergonomics: this job may involves repetitive motion and/or keyboard related activities. Ergonomic procedures are required.

HOW TO BECOME AN APPLICANT:

Internal Applicants must submit a letter of interest by 07/25/2022.

External Applicants: 1. Must submit a completed application to Angela Edmonds (via fax, E-mail, mail, or in person), **2.** Meet the minimum qualifications for the position, **and 3.** Application must be received by 07/25/2022 at 2 PM.

CONTACT: Angela Edmonds, Director of Human Resources

Human Resources Center of Edgar and Clark counties

P.O. Box 1118; 753 East Court Street; Paris, IL 61944

(f) 217-463-1899 angela.edmonds@hrcec.org

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