

ALBINA HEAD START JOB DESCRIPTION

Non-Exempt

9:00 am – 5:30pm Monday – Friday

RECEPTIONIST

Essential Function (s): Answer telephones, greet visitors, provide clerical support for staff.

Responsibilities: Answer telephone and route calls; greet and assist visitors/families; provide typing or computer input as required for support; assist with projects; intake enrollment applications.

Reports to: Social Service Coordinator

Supervises: Does not supervise others.

Salary Range: \$19,460.00 - \$31,000.00

Physical and Mental Requirements: Pleasant, articulate, confident speaking voice. Strong desire to succeed. Detail and multi-task orientation. Efficient and quick. Must be able to cope well with stress. 6-8 hours per month spent in strenuous physical activity, lifting up to 50#.

Experience Requirements: Three years experience performing similar tasks/responsibilities. Ability to read, speak, and write with proficiency in English and Spanish language. Must have typing speed of 60 accurate wpm; must be able to proofread with accuracy. Knowledge of Word, Excel, and Internet. Ability to work effectively with people and demonstrate respect for them regardless of their situation.

Educational Requirements: GED or high school diploma; college level education a plus.

Licensing / Certification Requirements: Negative tuberculosis screen. Must pass criminal background check.

Environment Factors/Working Conditions: Enclosed facility, office environment. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and blood.

Job Duties:

1. Answer phones and route calls.
2. Greet and assist families and visitors.
3. Intake enrollment application.
4. Respond to request of former student records.
5. Operate all office machines.
6. Type correspondence and special reports as needed.
7. Translate materials in writing.
8. Maintain confidentiality in all areas of responsibility.

9. Monitor and follow up on projects for coordinators and director.
10. Perform duties in a safe manner.
11. Perform other duties as outlined by supervisor.

I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date:_____ Signature:_____