



## **Job Description Receptionist**

Updated: 10/5/23

### **Job Purpose**

The Receptionist will advance the mission of the organization by supporting the Clinic Manager and will meaningfully contribute to the culture of compassionate care at First Image/Ava Health, by becoming an essential part of the team.

### **Our Receptionist will be:**

**Highly organized-** Someone who is dependable and motivated with passion and pride in their work and is able to efficiently handle a number of office related tasks.

**A Focused Implementer-** A team player who thrives in an environment that values relationships and can ensure that accurate data is kept with attention to detail.

### **Reports to**

Clinic Manager (Assistant Manager)  
Program Director

### **Job Details**

**Schedule:** 24 Hours/Week

**Pay:** \$19.25/hour

**Benefits:** Life & long-term disability insurance; 403(b) employer match; paid holidays, vacation & sick time.

### **Responsibilities**

Welcoming patients, photocopying and scanning documents, organizing files and various other administrative duties to ensure quality patient care and appropriate tracking of patient care.

Organize and update forms by working with and understanding SharePoint.

Keep track of inventory and ordering supplies for the center.

Facilitate the end of day cleaning process for the clinic as well as maintain a clean and organized environment throughout.

Assist Support Services as needed by coordinating client needs with Support volunteers.

Assist in the management of data with an eye to accurate data entry. Running and filling out various reports regularly for accountability and decision-making. Monitor volunteer time entered, and accurate data entered at the end of each visit.

Responsible for maintaining relationships at First Image/Ava Health through setting up birthday cards, congratulations cards and clinic volunteer thank you notes and acknowledgements. Ensure that hospitality items are on hand for volunteer and donor tours. Work closely with the Clinic Manager and Program Assistant to help volunteers be successful in their positions and in connecting with other volunteers.

Attend continuing education as needed and be willing to teach and share what you learn with staff and volunteers.

## **Qualifications**

A thriving relationship with Jesus Christ demonstrated in her/his relationships and responsibilities.

Computer fluency, proficient in Microsoft Outlook and Word with the ability to learn and process a variety of online and technical support processes as needed in the Center.

Excellent communication and organizational skills. A problem solver with a contagious appetite to learn and grow.

Flexible and cooperative spirit. Good attendance and timeliness are essential.

Aligned with First Image's; mission, vision, core values, and core convictions- see *First Image Core Convictions and Commitments 6-2020* document.

Support First Image in cultivating a culture of generosity by participating in all First Image fundraising events and actively inviting others to partner in the work of the ministry through volunteering and giving.

