

JOB DESCRIPTION
CLINIC RECEPTIONIST

Position Summary: The Life Services Clinic Receptionist, under the supervision of the Clinic Office Manager (COM), is responsible for performing functions associated with the front desk and reception area.

Reports to: Clinic Office Manager (COM)

Employee Status: Part-time at 17 hrs/wk, non-exempt

A. BASIC REQUIREMENTS of all Life Services employees:

1. Demonstrate a firm commitment to Jesus Christ as personal Lord and Savior.
2. Cultivate intimacy with Jesus Christ through consistent devotions, prayer and/or Bible study.
3. Demonstrate the ability to model the love of Jesus Christ to all clients, staff and ministry partners.
4. Champion the intrinsic value of every human life.
5. Maintain faithful attendance in a local church/community.
6. Be in full agreement with the LIFE SERVICES Mission Statement, CORE Values, Statements of Faith & Statements of Principle & Leadership Standards.
7. Possess knowledge of Scripture, especially as it pertains to the sanctity of human life, forgiveness, and salvation.
8. Pursue competence & excellence in all areas of work life.
9. Be dependable, stable, and committed to respect confidentiality.
10. Be committed to teamwork that builds healthy and authentic relationships.
11. Serve with humility.
12. Be committed to pray for and with Life Services' clients, staff & donors.
13. Attend Life Services current orientations and applicable trainings.
14. Attend Life Services staff meetings as deemed necessary by Executive Director.
15. Complete a criminal history check and check of central registry for child abuse.

B. PRIMARY QUALIFICATIONS

1. Proficient in computer skills including Google Workspace
2. Excellent communication and interpersonal skills for interacting with clients and colleagues
3. Strong organizational skills to manage schedules, appointments, and other administrative tasks

C. JOB DUTIES:

1. Works with team members to achieve seamless utilization of medical and resource services.

2. Able to discern how to direct visitors/calls to appropriate personnel, as advised by the COM.
3. Attends meetings as directed, including team time and ETS training.
4. Keeps informed of and implements changes in policy, procedure, services and other aspects of the ministry.
5. Utilizes Google calendar and EMR to schedule appointments based on staffing availability and sends appointment text reminders as needed.
6. Responds to online appointment requests and maintains online appointment statistics .
7. Supports medical staff with data entry into Electronic Medical Record (EMR) according to clinic SOPs.
8. Works with team members to ensure Privacy Policy compliance in regard to patient confidentiality.
9. Maintains orderly reception and waiting room, ensuring end of day cleaning has been completed according to SOP.
10. Updates and maintains LS prayer chain and sends prayer requests as requested by medical staff.
11. Performs tasks and assists team members with projects as directed by COM, CD, and NM.
12. Oversees the Boutique under the direction of the COM
 - a. Oversees donations and inventory
 - b. Completes boutique data entry in EMR under the direction of the COM
 - c. Oversee training and scheduling of boutique volunteers
 - d. Point person for Volunteer Boutique Coordinator

Employee Signature

Date

Supervisor Signature

Date