



Job Description: Receptionist

For: _____

Dept: Client Services

Reports To: Client Services Manager

FSLA Status:

QUALIFICATIONS:

1. Express full agreement with Birth Choice's (BC) Statement of Faith, Purpose Statement, Statement of Commitment and Statement of Organizational Belief and Conduct
2. Exercise Matthew 18 principals and follow the personnel handbook
3. Is dependable, stable, and capable of following through on commitments
4. Maintains a consistent life-affirming philosophy and would never refer or advise a client to have an abortion or refer for Birth Control
5. Has a sincere desire to reach out to at-risk clients considering abortion
6. Completion of applicable training

SKILLS:

1. Advanced computer skills
2. Effective communication & listening skills
3. Time Management
4. Attention to detail
5. Team player
6. Spanish-speaking (**preferred, but not required*)

RESPONSIBILITIES:

The receptionist makes sure that the office is a warm and welcoming place for our clients and the first point of contact for our clients. The reception area should be clean, orderly and quiet.

1. Answer phones
2. Have the ability to carry out a phone intake in necessary.
3. Greet clients
4. Prepare client folders for client advocates when clients arrive when needed

5. Carry out all opening & closing procedures
6. Maintain client confidentiality and a professional quiet while on shift
7. Attend in-service meetings, increasing knowledge of client support and services offered
8. Maintain a reliable, professional and consistent manner of operation
9. Take all messages and email person with the information so they can follow-up

Printed Name

Signature

Date