



**Receptionist**

Reports to: Human Resource

Classification: Non-Exempt

Status: PT-FT

**Job Summary:**

Serve as communication hub for the Central Wyoming Hospice & Transitions Program.

**Essential Functions:**

1. Responsible for the reception area ensuring the areas are kept safe, tidy and that a welcoming and professional image is portrayed at all times.
2. Maintain office equipment and administrative office supplies and ordering.
3. Maintain on call log and communication with answering service.
4. Maintain Staff Extension list and Phone contact List.
5. Answer incoming calls, greet walk-in traffic and refer to appropriate staff/dept.
6. Is knowledgeable of all policies and procedures related to job performance.
7. Maintains vendor sign in log.
8. Sort, deliver and date stamp incoming mail daily.
9. Responsible for complying with CWHP financial procedures for the contents of check or cash deposits/donations.
10. Acceptance of donated goods and ensuring that they are directed to the correct department/person.
11. Generates and mails bereavement letters as needed.
12. Other duties as assigned by the supervisor.
13. Attend mandatory meetings.

**Required Knowledge, Skills, and Abilities:**

1. High school diploma or equivalent.
2. Experience in electronic communications
3. Excellent written and oral communication skills
4. Maintain confidentiality in all aspects of patient staff and agency information.
5. Ability to handle multiple tasks with shifting priorities
6. Demonstrates proficiency & accuracy in MS Office
7. Able to function within a team concept as well as individually
8. Must be able to sit for up to two – three hours of time.
9. Must be able to lift equipment weighing up to 15 pounds without assistance.
10. Must be able to work in a variety of positions including but not limited to stooping, kneeling, crouching, crawling, sitting etc.
11. Must have dependable transportation and a valid driver’s license.
12. Able to become BLS certified and maintain certification.
13. Covid-19 vaccine.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised	Reviewed
M.C. 1/29/08	PD 4/19/22
MC 10/15/08	
MC 2/3/09	
MC 7/23/09	
MC 6/3/10	
MC 2/25/11	
MC 5/2/11	
MC 3/14	

