



Job Description

JOB TITLE: Receptionist
REPORTS TO: Director of Human Resources
HOURS/STATUS: Full Time- Non-Exempt
SALARY: \$16.00 - \$17.50

JOB SUMMARY

Under the supervision of and in cooperation with the Director of Human Resources, provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls, and visitors as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer telephones and directs the caller appropriately.
- Greet and direct visitors to the agency.
- Take and retrieve messages for various personnel.
- Maintain and instruct visitors on utilizing the Raptor electronic system, issuance of visitor badges, etc.
- Maintain "sign in and out" logs for students, adults receiving services, staff and visitors.
- Assist with the safety and security of the building through protocols including health measures, restriction of visitors, emergency situations, etc.
- Provide callers with information such as agency address, directions to the agency location, agency fax numbers, agency website, and other related information.
- Assist with other related clerical duties such as typing, filing and collating for other departments within the Agency.
- Assist with student arrivals, and early dismissals.
- Assist with arrival and dismissal of adults receiving services.
- Provide assistance with student attendance reporting as needed.
- Act as a liaison to school district transportation departments.
- Maintain and distribute Agency Staff Phone list.
- As needed, maintain documentation for Agency vehicles, recruitment initiatives, training initiatives, using excel and other software, as needed.
- Utilize a walkie-talkie to provide and/or obtain assistance.
- Assist with back-up coverage for time away from switchboard (including daily breaks, vacation periods and illness).
- Must maintain the highest level of confidentiality and customer service.
- Must demonstrate excellent attendance.

- Must demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the individuals, staff and families of Holy Childhood.
- Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation. Must be computer literate with proven experience using Microsoft Suite of programs including Word, Excel, PowerPoint, and database management programs; communicate respectfully, openly, honestly and directly. Ability to scan the surrounding area and assist with identification of individuals in need of assistance.

EDUCATION and/or EXPERIENCE

Possession of a high school diploma or equivalent (GED). One (1) to three (3) years of relevant experience and/or training, or equivalent combination of education and experience. Must possess; strong organizational skills, excellent verbal and written communication skills, possess exceptional interpersonal communication skills, ability to work independently on assigned tasks as well as to accept direction on given assignments. Must be able to work collectively with the administrative team members.

EQUAL OPPORTUNITY EMPLOYER

The Rochester School of the Holy Childhood, Inc., does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Please apply to: employment@holychildhood.org