

## **Maryville Academy Job Description Receptionist**

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### **POSITION SUMMARY:**

Operates the switchboard, intercom and front entrance security locks. Provides information and greets all visitors.

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### **ESSENTIAL FUNCTIONS:**

- Exhibits professional courtesy and tact when interacting with callers and visitors.
- Answer incoming calls, greet callers, provide information, transfer calls, and/or take messages as necessary.
- Greets and screens visitors, answers inquiries and directs them to the proper location.
- Separates and distributes mail to the staff.
- Performs other light clerical work such as typing and filing.
- May do computer data entry.
- Participates in continued performance quality improvement
- Performs other work related duties as assigned.

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### **MINIMUM REQUIREMENTS:**

#### **Education/Experience:**

- High School Diploma or GED required

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#### **Skills /Knowledge:**

- Ability to communicate effectively, verbally and in writing.
- A pleasant and polite personality which is readily apparent in both face-to-face and phone contacts.
- Service oriented individual who actively looks for ways to help other people.

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#### **Physical Demands:**

- Required to frequently sit, stand, bend, stoop and walk, sometimes for extended periods.
- Required to occasionally lift/move objects weighing a minimum of 20 pounds.
- Must have visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.

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#### **Environment and Scheduling:**

- Work is performed in designated administrative office settings.

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- Duties may involve contact with youth who may be threatening, aggressive and/or under the influence of drugs or alcohol.
- Must be flexible and available to work overtime when necessary.

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### **HIPAA PRIVACY TRAINING AND SANCTIONS:**

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities and of the group health plan's policies and procedures that impact on their job duties. Site specific training on requirements of the HIPAA Privacy Rule and the plan's health information policies and procedures under the direction of the plan privacy officer may be required for this position based upon site specific requirements. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

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### **EMPLOYER RIGHTS:**

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Management retains the right to add to or change the duties at any time.

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### **ADDITIONAL DATA:**

Compensation:	Hourly
Reports to:	Program Director/Director of Nursing
Work Location:	
Supervises:	
Date Written:	09/00
Date Revised:	07/02, 04/03, 07/07, 10/07, 12/11, 03/13, 3/17

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### **GENERAL SIGN OFF:**

I have reviewed and understand the job description, responsibilities, and duties of, and I am able to perform the essential job functions.

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

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_