

Amnion Pregnancy Center Receptionist

Supervisor: Patient Resources Director (PRD)
Hours: Part-Time: 24 hours per week, Mon, Wed, Fri, 8:30-5
Salary: \$17/hour
Job Title: Receptionist

Objectives of the Position:

The Patient Resources Receptionist will follow appropriate procedures and scripts to greet patients and facilitate smooth appointment flow, setting the stage for a professional and confidential patient experience. Additionally, assist in data entry and other office support tasks.

Qualifications:

Applicant should:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit a strong commitment and dedication to the pro-life position.
3. Agree with and be willing to uphold the Commitment of Care and Competence, Statement of Faith, and policies and procedures of Amnion.
4. Demonstrate strong communication skills, courteous professionalism and competent organizational skills.
5. Complete required training for the responsibilities outlined below.
6. Bilingual preferred (English and Spanish) but not required.

Responsibilities:

1. Prepare lobby for patient arrival, insuring tidy, welcoming reception area.
2. Greet and check in patients at arrival, using appropriate script and protocol, to begin their appointment. Notify medical services personnel when advocate begins appt with patient.
3. Answer client support phone line when advocates are unavailable.
4. During down time, other general office duties may be performed as needed.

The Receptionist shall receive a yearly written and oral evaluation by the PRD.

If you are interested in applying for this position, please email your resume to Executive Director Mark Opseth at director@amnionpc.org.