



RECEPTIONIST - JOB DESCRIPTION

LOCATION: FRESNO, CA

RATE OF PAY: \$21-\$23 PER HOUR

STATUS: PART-TIME

I. ESSENTIAL FUNCTIONS:

Aspire's Receptionist reports to Executive Director and will be responsible for, but not limited to, the following:

- Must have experience as a medical receptionist or medical assisting
- Ability to take vitals
- Presenting yourself in a professional manner at all times
- Answering phones with proper phone etiquette
- Customer service experience
- Scheduling appointments
- Maintaining Multiple Provider/ Group schedules
- Data Entry
- Manage EMR charts
- Filing
- Faxing
- Scanning
- Keeping the group rooms tidy
- Informing the appropriate person of office needs and supplies needed
- Answering questions
- Routing calls to the appropriate person
- Screening client calls
- Receiving incoming mail
- Maintain spreadsheets for various reports
- Must have attention to detail
- Other duties as assigned

II. SKILLS AND RESPONSIBILITIES:

- Familiarity with business software (i.e. Google, Microsoft Office, Alleva)

III. PHYSICAL DEMANDS:

- a. Physical Activity - Exerting up to 35 pounds of force occasionally and/or up to 15 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.
- b. Working Hazards or Risks - Potential exposure to infectious processes during client interactions.
- c. OSHA Blood Borne Risk Category I.

IV. TRAINING:

- a. CPR
- b. 1st Aid
- c. Crisis prevention training
- d. Harassment training
- e. Training courses as assigned