



RECEPTIONIST

Site/Department: Phoenix/2nd Ave

Starting Wage: \$10ph

Schedule: To Be Discussed

Fulltime Benefits

Driving Required: Yes

Open Until Filled

Special skills or working conditions: Must believe in working as a team, with a positive attitude, and positive communication skills; ability to work well with others; self starter. Must show initiative, dependability and be flexible. Must be able to work in a multi-faceted atmosphere, and includes scheduling clients; pulling and filing patient records. The qualified applicant must have the ability to deal with crisis situations in a positive, non-reactive manner.

Must have the following qualifications:

HS Diploma/GED with one year experience in performing complex and responsible support and clerical duties.

Minimum one year computer experience in Microsoft applications.

Excellent professional and pleasant phone voice and manners; ability to work with diverse personalities.

Experience, or knowledge, in the field of mental illness, plus strong customer service skills.

Positive verbal and written communication skills, outgoing, ability to work in an environment with frequent interruptions. The ability to adhere to HIPPA (confidentiality).

Must pass pre-employment drug screen, obtain and maintain fingerprint clearance, good driving record.

Date Requested: 7/15/2010
EOE/AA

Date Filled: