



WellSpace Health Job Opportunity Opening

Position Open: Front Desk Receptionist/
Data Entry

Reports To: Program Manager

Salary: DOE

Position(s): 1

Open Date: May 2, 2017

Contact Name: Tracie Hall-Burks

Status: Full-Time, Regular

Department: Behavioral Health

Location: North Highlands

Closing Date: Until Filled

Contact Information: thallburks@wellspacehealth.org

Organization Information:

WellSpace Health is one of Sacramento's premier non-profit organizations proudly serving the homeless and underserved community of Sacramento for over 40 years. We offer professional services including: high quality primary health care; family planning; women's health including OB; immunizations; well child care and testing; diagnosis and treatment; addiction treatment; mental health counseling and pediatric dentistry.

We are a leader in integrated care, blending physical health services with our well-known addiction and mental health treatment. We also offer a range of medical products through community partnerships including our T3 Program (Triage, Transport and Treat) that reduces Emergency Room overcrowding and our Interim Care Program (ICP) that reduces medical relapse following hospital discharge. In 2010 we have opened the first pediatric dentist clinic in the Sacramento area for our community.

Summary Statement:

The Data Entry/Receptionist will answer phones, greet clients, schedule appointments, maintain office appearance, and perform various clerical tasks including filing, copying, shredding, etc. Additionally, this position requires large amounts of data entry, produces reports, and assists with front desk coverage.

Submit resume to the hiring manager listed above.

If the hiring manager believes you are a good fit for the position, he/she will contact you directly in regards to next steps.

Required Qualifications (Knowledge, Skills, Abilities, Education, Training, and Licensure):

- High School Diploma or equivalency;
- One to two plus year's related experience preferred;
- OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job;
- Computer literacy including word processing, e-mail, spreadsheet and database software;
- Good administrative and organizational skills;
- Good verbal and written communication skills;
- Strong interpersonal and customer service skills;
- Strong detail orientation;
- Experience working in data entry;
- Ability to maintain confidentiality;
- Ability to work with diverse populations;
- Ability to use standard office equipment including phone, fax, copier, computer;
- Ability to work with a team;
- Valid California Driver's license with insurable driving record.



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Benefits:

Successful candidate will receive regionally competitive salary, above average health benefits at reduced costs, company paid life insurance & long term disability insurance, additional voluntary retirement plan with company match and no vesting schedule requirement.

- Paid bereavement and jury duty leave.
- 10 paid holidays per year.
- 160 hours of Paid Time Off (for full-time, 40 hours a week work).
- Paid sick leave
- Flexible Spending Program.
- Company paid malpractice insurance for all providers.
- Professional development hours offered annually.

Physical Demands and Work Environment:

The work environment is characteristic of normal office conditions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee must also possess hearing and speech to communicate in person and over the phone. The noise level in the work environment is usually quiet to moderate.

The employee may be required to run agency related errands and attend off-site meetings; the employee must be able to operate, maneuver and/or control a motor vehicle. In performing the driving responsibilities, the driver may sit for long periods. This requires intense concentration, particularly in poor driving conditions. Work may expose incumbent to possible bodily injury and unknown, dangerous, and/or life threatening conditions from regularly operating a motor vehicle.

The employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves or their homes. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and the lack of personal care. The employee may also be exposed to hazards at the client's home including unsafe or unclean conditions (vermin, lice) or hazardous materials. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the contents of this job description.

Applicant

Date

WellSpace Health is an Equal Opportunity Employer