



POSITION VACANCY ANNOUNCEMENT
BELKNAP COUNTY

<u>Position Title</u>	<u>Labor Grade</u>	<u>Starting Salary</u>	<u>Department/ Division</u>	<u>Posting Date</u>	<u>Work Shift</u>
Receptionist	4	\$12.68 Hourly	Nursing Home	11/07/16	20 hrs. 4p-8p M-F

SPECIAL INSTRUCTIONS:

Application: An application is required and may be picked up during normal business hours or one may be downloaded from our website. You can fill out the on-line Word version of the application and save it to your hard drive. You must print it out, sign it and submit the application to: Human Resources, 34 County Drive, Laconia, NH, 03246; Phone 603-729-1245. Applications will be accepted until 4:00 pm November 14, 2016.

GENERAL SUMMARY:

Create a welcoming atmosphere in the reception area of the nursing home by providing cordial greetings and directions to visitors, volunteers, vendors and employees entering the facility. Provide administrative support to the Administrator and other department heads as necessary. Under the direct supervision of the Nursing Home Administrator, performs routine clerical, secretarial and administrative work in answering telephones, data processing, and record keeping.

ESSENTIAL JOB FUNCTIONS:*

Develops and maintains office forms and procedures, and assists with administrative tasks. Provides clerical support to various Nursing Home Departments such as updating policy and procedure books, Disaster manuals and MSDS's.

Answers central telephone system and directs calls accordingly. Receives the public and answers questions, in person and by telephone. Obtains and exchanges information, referring inquiries to the appropriate source and maintaining confidentiality.

Assists residents with withdrawing/depositing funds from their personnel needs account.

Prepares outgoing mail; sorts and distributes incoming mail, accepts packages from UPS and various delivery services, distributes newspapers and collects interoffice mail from nursing units and distributes to proper department.

Performs a variety of clerical duties such as composing, editing correspondence and reports, filing, collating, copying, sorting and typing documents as requested.

Assists the visitors by directing them to the appropriate personnel. Assists with maintaining lost and found for the facility.

Assists with tracking and maintaining office supply inventory. Updates Purchasing regarding needs. Keeps postage machine adequately funded.

Cooperates, supports and works together with all co-workers; plans and completes job duties with minimal supervisory direction, including appropriate judgment.

Follows up as appropriate with Administrator regarding reported complaints, problems and concerns.

Promotes positive public relations with residents, family members, and guests.

Makes change, sells meal tickets, raffle tickets, stamps and similar products.

Distributes keys for nursing home automobile and maintains associated log.

Maintains adequate supply of employee application forms, dispersing them upon request and upon their return, submit to Human Resources.

Maintains the current resident room board.

OTHER DUTIES AND RESPONSIBILITIES:

Distributes payroll checks.

Maintains log of employee lockers

Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require completion of a high school diploma with some specialized course work in general office practices included and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Requires effective oral and written communication skills, excellent interpersonal skills, and computer literacy. Possesses knowledge and skill performing a series of routine procedures or in operation of equipment according to standardized instructions

Experience in a healthcare center preferred.

Ability to make independent judgments, which have minor, impacts on the organization.

Must have good organizational skills and multi-task orientated.

Maintain all mandatory in-services required as set forth by facility policy.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc.

May use computer keyboards requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

An individual in this position may be required to carry or lift weights up to 30 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

GENERAL PROVISIONS

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

"An Equal Opportunity Employer M/F/DP"