

BAY COUNTY MEDICAL CARE FACILITY

JOB DESCRIPTION

DATE: 11.19.21 F.L.S.A.Class: Non-Exempt
TITLE: Receptionist
WAGE SCALE: \$9.89 per hour
REPORTS TO: BUSINESS OFFICE MANAGER

JOB SUMMARY:

Responsible for allowing access to and welcoming visitors and customers as they arrive at the facility.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Facilitate access to visitors after Business Office closes.
2. Treats residents/families with respect.
3. Maintains a good working relationship with other departments.
4. Completes in-service training requirements, maintains acceptable attendance, and dresses in accordance with the Dress Code policy.
5. Maintains confidentiality of any information obtained while on duty.
6. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Ability to be flexible and organized.
2. Interpersonal skills necessary to work with personnel, residents and families.
3. Wears identification while on duty; uses computerized punch time system correctly.
4. Must be Covid Vaccinated.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

1. Work is in a normal office environment.
2. Rotation of weekends necessary.

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The Facility will provide and maintain safe and healthful working conditions, and we will

establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have received, read and understand the above Job Description and Description of Physical Demands.

EMPLOYEE

DATE

(word/receptionistJD)