

Cornerstones of Care

Receptionist

Cornerstones of Care seeks caring and professional people who share our desire to nurture children and families.

Cornerstones of Care is an Equal Opportunity Employer. All employment opportunities require Post-Offer Drug Screen and Background Checks. You must be at least 21 years of age to be employed by Cornerstones of Care or by Cornerstones of Care agencies due to licensing requirements.

Cornerstones of Care also offers its employees development opportunities through leadership training program, computer software classes, and an inter-agency transfer policy that allows employees to move to another agency while retaining tenure and benefits.

Job Description

This is a regular part-time (28 hours per week) position. The Receptionist at Cornerstones of Care provides excellent customer service by greeting visitors, answering and directing telephone calls in a professional and cordial manner. The Receptionist follows policy and procedure to ensure privacy of clients and families.

Specific Duties

- Respond to questions from callers and visitors
- Provide support in clerical functions (data entry, form creation, tracking training, writing memos)
- Develop extensive knowledge of Cornerstones of Care and agency programs
- Receive and sort mail
- Maintain an orderly appearance in the reception area and waiting area
- Good attendance and punctuality

Requirements

Qualifications

- High School diploma or GED
- Proficient in spelling, grammar and proofreading
- Proficient in Microsoft Office Suite software
- Current drivers License and vehicle insurance, good driving record

Closing Date: **Open**

How to Apply: Submit your resume to hr@cornerstonesofcare.org, or fax to 816.508.1757



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