# SIERRA TRIBAL CONSORTIUM, INC.

**Job Posting and Job Description**

**Job Title: Temporary Receptionist (3 – 6 months) Reports to: Office Manager**

**Position: Full-Time (Non-Exempt) 40 Hours Hourly Range: $17.28- $20.73**

**Job Description:**

Sierra Tribal Consortium is seeking a friendly, professional, and dependable Receptionist to be the first point of contact for our patients, visitors, staff, and vendors. The Receptionist plays a key role in creating a warm and welcoming environment, ensuring smooth front-desk operations, and supporting the administrative needs of our center. This is a temporary position expected to last 3 to 6 months, with the possibility of transitioning into a regular, ongoing role depending on performance, organizational needs, and budget due to grant funding.

**Responsibilities:**

* Issue/collect visitor badges and maintain visitor log
* Receives mail, packages, and courier deliveries
* Answers, screens, and directs phone calls to staff
* Maintain inventory and staff calendars
* Assist with administrative tasks such as filing, data entry, and recording.
* Greet clients, visitors, and guests
* Performs other related duties as assigned
* Schedule and confirm appointments and provide general information about services.
* Check patients in and out, collect necessary documentation, and verify insurance.
* Purchase office and client supplies
* Maintain a clean, organized, and welcoming reception area.
* Uphold patient confidentiality and comply with HIPAA regulations.
* Provide general support to staff and departments as needed.

**Qualifications:**

* + High school diploma or equivalent required.
	+ Valid Driver’s license.
	+ If in recovery, must have a minimum of two years in continuous abstinence.
	+ Dependable and punctual with a positive attitude.
	+ Understanding principles regarding ethics and client confidentiality.

**Skills:**

* Excellent, written and oral communication skills
* Knowledge of Microsoft and Excel
* Detail oriented, precise, organized and proactive
* Ability to work independently and able to multi-task
* Time management skills

**Physical Requirements:**

* Prolonged periods sitting at a desk and working on a computer
* Provide services at multiple locations
* Standing for up to 15-20%
* Must be able to lift up to 30-50 pounds, occasionally

**Work Environment:**

This position requires working at the front desk in a fast-paced healthcare environment. The role may involve prolonged periods of sitting, interacting with patients and staff, and using standard office equipment.

**Company Benefits:**

* 5 Sick Days