

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Receptionist

Department: Legacy 68:5

Hired By: Toni Steere

Reports To: Clinical Care Manager

Campus: Faith Center Spring Branch

Status: Part-Time/Non-Exempt

Employment Category: V

Summary of Position: The Oaks Receptionist is responsible for creating a warm, safe environment for clients while also providing logistical support to The Oaks Team by interacting with foster, kinship, and adoptive families as they pursue holistic care.

Purpose: The Receptionist plays a vital role in creating safe spaces, supporting therapeutic staff and visitors as well as providing knowledgeable administrative support.

Duties and Responsibilities:

- Pray for The Oaks leadership and the Legacy 68:5 community.
- Cultivate an environment where all clients, staff and guests feel safe as they pursue healing care.
- Provide logistical support in scheduling appointments with therapists, taking payments, and providing intentional support throughout the family's experience at The Oaks.
- Assist Center Director in implementing all initiatives for the center.
- Procure supplies including those needed for therapies, guests, and the office.
- Cultivate intentional relationships with the Faith Center Spring Branch team.
- Coordinate with Faith Center Spring Branch Team for any maintenance or janitorial needs.
- Answer phones and correspond with potential and current clients via email.
- Participate in monthly & annual training.
- Maintain accurate social media/website information.
- Assist in cultivating team culture.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | | | |
|---|---|---|---|--|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability | | |
| <input checked="" type="checkbox"/> Computer skills: | <input checked="" type="checkbox"/> Windows | <input checked="" type="checkbox"/> Mac | <input checked="" type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input checked="" type="checkbox"/> Teacher/Leader | | |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined | | |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic | | |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | | | |

Education and/or Experience: Select all that apply

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> College graduate required | <input checked="" type="checkbox"/> Administrative Experience | <input type="checkbox"/> Personnel Management |
| <input type="checkbox"/> Church Staff experience preferred | | |

Organizational Relationships: Reports to Clinical Care Manager

Working Conditions: Select all that apply

- | | | |
|--|---|---|
| <input type="checkbox"/> 40-hour work week | <input type="checkbox"/> Additional hours as needed | <input type="checkbox"/> Occasional off campus activities |
| <input checked="" type="checkbox"/> Continuing Education | <input type="checkbox"/> Specialized training | <input type="checkbox"/> Occasional travel |

Prepared By: Toni Steere

Title: Director of Legacy 68:5

Date Prepared or Revised: July 18, 2023

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name