

Job Details			
Job Title:	Receptionist		
Job Number:	VATH	Supervisor:	Executive Director, Village at the Harbor
Date Posted:		FTE:	0.6 (24 Hours Per Week); Friday-Sunday
Job Location:	Friday Harbor, WA	Department:	Village at the Harbor
Wage:	\$19.50 Per Hour, not exempt, at-will	Benefits:	N/A
Management Position:	No	Number of Direct Reports:	N/A
Description			
Job Definition	Manages reception for Village at the Harbor on the weekends by answering phones, answering questions, routing correspondence, sorting, and delivering mail, and assisting residents with checking in and out.		
Job Duties	<ul style="list-style-type: none"> <li>• Manages weekend reception at Village at the Harbor by answering phones, routing correspondence, accepting packages, and answering questions from potential residents and family members.</li> <li>• Consistently checks and responds to voicemails and phone messages left at front desk.</li> <li>• Takes pictures of Community events, parties, and other special occasions.</li> <li>• Visits with residents during down-time.</li> <li>• Reports any abuse, suspected abuse, or alleged abuse to the appropriate agency(s).</li> <li>• Completes any tasks assigned by the executive director.</li> <li>• Performs all other duties as assigned.</li> </ul>		
Working Environment	<p>All applicants must have a desire to work with the elderly in an environment that upholds their privacy, dignity, choice, independence, and individuality. This position is conducted in an office, clinic, and outdoor setting and the appointee would be exposed to various conditions, which may include hot and cold temperatures. The employee holding this position will be exposed to residents' activities of daily living, which may include strange odors, occasional exposure to hazards, and possibly unpleasant surroundings.</p> <p>All applicants must be able to regularly move up to 30 pounds and occasionally move more than 50 pounds; must be able to traverse an average of two miles daily and spend long periods of time stationary;</p>		

	must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
<b>Qualifications</b>	
Minimum Experience and Requirements	<ul style="list-style-type: none"> <li>• Must be at least 18 years of age.</li> <li>• Able to communicate well with residents and staff, both orally and in writing.</li> <li>• Must be able to multi-task</li> <li>• Must be able to work well in a loud environment</li> <li>• Enjoys thinking of innovative ideas; is creative and resourceful.</li> <li>• Professional appearance and attitude.</li> <li>• Holds a valid driver’s license of the appropriate type and driving record which meets the Community insurance standards.</li> </ul>
Preferred Experience	<p>Previous administrative or reception experience preferred, but not required.</p> <p>Experience working in a retirement home preferred, but not required.</p>
Education and Certifications	Driver’s License Required
<b>Equal Labor Laws</b>	
<p>San Juan County Public Hospital District No. 1 is an equal employer under U.S. federal law. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. All applications are screened with the aforementioned information removed to ensure that applications are reviewed equally and fairly. Women, veterans, and minorities are encouraged to apply for this position.</p> <p>The Rehabilitation Act protects qualified individuals from discrimination based on disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. San Juan County Public Hospital District No. 1 will make reasonable accommodations for any hired employee.</p> <p>This position is paid hourly, non-exempt and at will. Washington State Law requires all employees one ten-minute rest break every four hours, and a thirty-minute unpaid lunch period for any shift over six hours.</p>	