



JOB DESCRIPTION: RECEPTION TEAM MEMBER

Why Is This Job IMPORTANT? You are the first person a client meets when they come to the Eden Clinic. They will form their impressions of our clinic, based on how they are greeted and welcomed by you.

Time Commitment: **Monday -- Thursday**
Full Time Shift: 9:30 am - 5:00 pm
Part Time Shift: 9:30 a.m. - 1:00 p.m.
Part Time Shift: 1:00 p.m. - 5:00 p.m.
(Flexibility to work as many hours and days as schedule allows)

Report To: Volunteer Coordinator or Clinic Manager

Roles:

- ◆ Welcome incoming patients, correct intake forms, copy ID and/or insurance information
- ◆ Data Entry to AthenaNet
- ◆ Organize front desk area and lobby area
- ◆ Keep intake packets stocked
- ◆ Keep resources files stocked with forms
- ◆ Print pregnancy confirmation for patients
- ◆ Reschedule patients for follow-up appointments
- ◆ Text patient with appointment reminders
- ◆ Open and/or closing office duties

Reception Team Goal:

To serve God by serving the patients of the Eden Clinic. To make every patient feel warmly welcomed, efficiently introduce them into the AthenaNet health portal, and keep the reception area running smoothly for the rest of the team.

Reception should:

- Demonstrate a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position
- Agree with and be willing to uphold the Statement of Principles, Statement of Faith and policies of the clinic
- Be able to respect and keep patient information confidential
- Exhibit a sincere desire to reach out with the love of Jesus to people in distress

Please remember when you are scheduled to volunteer, we and our patients depend on you being available. Please notify the clinic in advance if you cannot fulfill your time slot.