

RECEPTION / OFFICE SUPPORT

Responsibilities

- Answering and directing telephone calls
- Maintaining a welcoming atmosphere in the wait area
- Greeting clients
- Coordinate appointments for clients
- Assist with in-coming crisis calls or emergency walk-ins
- Assist with administrative & cooperative tasks

Requirements

- Must have successfully completed the Crisis and Support Line Volunteer Training
- Act within the spirit of SACL's Vision/Mission/Principles.
- Adhere to SACL's policies and procedures.
- Maintain confidentiality as outlined in SACL's Confidentiality Policy.

Training

- Complete a reception orientation training.

