



JOB TITLE: Receptionist – PT Ridgewood
DEPARTMENT: Ridgewood
DATE ISSUED: April 1995
DATE REVISED: March 2015

JOB SUMMARY:

Coordinate daily functions and handling of paperwork in the personal care facility under the direct supervision of the Ridgewood Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer incoming calls, take messages, relay calls. Make phone calls for individuals at their request.
- Responsible to assist residents with meals in the dining room. Assists with serving meals, pouring drinks, changing menus. Will clear dishes from tables, wipes tables, resets tables and sweeps.
- Greets visitors, answers questions and gives directions as necessary.
- Demonstrates competence in computer programs including Word, Excel and greeting card programs.
- Receives and replaces call-offs as necessary.
- Performs functions such as typing letters, memos and legal documents, filing and making copies.
- Gathers mail for pickup from residents. Distributes mail daily to mail boxes of resident or delivers to resident apartments. Forwards mail to residents' Power of Attorney.
- Updates activity calendar and making copies. Distributes to residents and posts on bulletin boards. Give tours in the absence of the Marketing Specialist or Administrator.
- Receives monthly payments from residents, records payments and forwards payments to accounting for processing.

- Maintaining resident fund accounts and duties associated with accounts.
- Write information for Campus Connection Newsletter monthly.
- Coordinates with transportation all appointments requiring transportation thru Matrix.
- Notify transportation aide when residents are to be picked up and inform them of other pickups and deliveries that need to be made.
- Responsible for collecting all staff incident reports and forwarding them to the personnel department.
- Collect money and track purchases from the gift shop. Organize gift shop orders as needed from volunteer services stocks as needed.
- Maintains staff training records for compliance with Department of Public Welfare.
- Orders supplies and stocks as needed.
- Processes newspaper subscriptions and collections for personal care residents.
- Distributes paychecks bi-weekly.
- Collects money for meals purchased within the facility.
- Will organize, supervise and encourage participation in social and recreational activities.
- Confidentiality critical.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- May be responsible to residents for purchases from gift shop.
- All other duties as assigned.

EQUIPMENT USED TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:

Switchboard, calculator, copy machine, personal computer, fax machine.

WORKING CONDITIONS:

Works in a well-lighted, ventilated, heated and air conditioned office. Prolonged sitting with some walking and standing. Frequent contact with staff, residents, families and visitors.

QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must be a high school graduate or equivalent. Must be able to demonstrate the ability to type 40 WPM and use a 10 key calculator proficiently. Good interpersonal skills and a pleasant personality and speaking voice a must. Must be pleasant, cheerful, tactful and courteous when

dealing with residents, staff and visitors. Must exhibit good judgment, be a self-starter, organized and efficient. Must be able to perform the essential functions of the position without posing a direct threat of harm to themselves, others or property. Must adhere to St. Paul's personnel policies and practices including, but not limited to, the attendance requirements.

SUPERVISION GIVEN:

None

SUPERVISION RECEIVED:

Under the direct supervision of the Ridgewood Administrator.

The Occupational Safety and Health Administration mandates that all Health Care facilities have a written Exposure Control Plan on Blood Borne Pathogens and Other Potential Infectious Materials in place and available for all persons to review as needed. As a part of this plan a copy of the Task Evaluation and Classification Form must be made a part of each job description. The next page of this job description is a copy of that form. It indicates the tasks likely to be performed during this job, the type of body fluid/substances to which exposure is likely, volume, probability of exposure, route of exposure and protective barriers which are to be employed. All persons hired will be fully trained on the Blood Borne Pathogens and Other Potential Infectious Materials Exposure Control Plan on the day of hire or prior to initial assignment. Along with this training all persons will be provided with a copy of the Task Evaluation and Classification Form related to job description.

Employee Name (please print) _____

Employee Signature _____ Date _____

PHYSICAL CAPABILITIES NECESSARY TO PERFORM ESSENTIAL JOB FUNCTIONS

POSITION TITLE - Administrative Assistant - Receptionist

	Seldom 0-1 hours	Occasionally 1-3 hours	Often 3-6 hours	Frequent - Over 6 hours	Constant
LIFTING:					
0 - 20 pounds		X			
20 - 50 pounds	x				
50 - 100 pounds	X				
Over 100 pounds	X				

REACHING	X				
STANDING		X			
WALKING		X			
SITTING		x			
CLIMBING	X				
BENDING/STOOPING	X				

MOVING/PUSHING/PULLING:					
0 - 20 pounds		X			
20 - 50 pounds		X			
50 - 100 pounds	X				
Over 100 pounds	X				

GRASPING/HOLDING WITH HANDS		X			
USING FEET FOR REPETITIVE MOVEMENT	X				
EXTREMES of HEAT	X				
EXTREMES of COLD	X				
DRIVING	X				

Task Evaluation and Classification Record

Receptionist/Activity Coordinator/Administrator/Administrative	
Dept. <u>Assistant.</u>	Date: <u>Reviewed/Revised 6/2012</u>
All employees in this position have occupational exposure. * AS NEEDED - DESIGNATES MUST BE WORN IF DANGER OF SPLASHING IS LIKELY.	

Task/Procedure	Type of Body Fluid/Substance To Which Exposure Is Likely									Volume	Probability of Exposure			Route of Exposure			Protective Barriers To Use When Performing Procedures					
	Blood	Semen	Vaginal Secretions	Urine	Feces	Saliva	Nonintact Skin	Mucous Membrane	Small		Moderate	Large	Low	Moderate	High	Percutaneous	Mucous Membrane	Cutaneous	Hand-washing	Gloves	Gown/ Apron	Mask
Assist with First Aid/ Emergency Care	X			X		X	X		X			X					X	X	X	As needed		
Clean Up Spills	X			X					X			X					X	X	X	As needed		