



**South Central Industries, Inc.  
Job Description**

<b>Job Title:</b> Receptionist	<b>Salary Range:</b> J2 \$12.00-\$17.00/hr
<b>Working Hours:</b> 7:30am – 3:30pm, Monday through Friday	<b>Position Type:</b> Full-time, Non-exempt

**About South Central Industries and Benefits:**

South Central Industries, Inc. provides vocational training, employment opportunities, residential services and social outlets that will help individuals with developmental disabilities achieve their maximum potentials by integrating independence, self-sustainability and productivity into all facets of their lives. South Central provides a full benefit package to all full-time employees, including health insurance, vision insurance, life insurance, \$50,000 short-term disability, and a supplemental cancer, stroke, and heart attack insurance policy. Additionally, South Central contributes 2% of an employee’s salary to our employer-sponsored retirement plan. Staff enjoy eleven paid holidays throughout the year and receive 13 days of paid time off in their first year of employment, increasing by one day per year with each additional year of employment.

**Duties and Responsibilities:**

- Serves visitors by greeting, welcoming, and directing them appropriately
- Notifies company personnel of visitor arrival
- Maintains security and telecommunications system
- Informs visitors by answering or referring inquiries
- Directs visitors by maintaining employee and department directories
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs
- Operate standard office equipment on a regular basis, including a fax machine, a copy machine, and a computer
- Receive deliveries; sort and distribute incoming mail
- Take inventory of supplies and restock as needed
- Maintain the general office filing system

**Advancement Opportunities:**

This position qualifies for advancement opportunities, depending upon availability and job performance. Opportunities include promotion to Administrative Assistant, Office Manager, Warehouse Manager, Sales Manager, Customer Service Representative, or Logistics Manager.

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**Supervisory Responsibilities:**

This position has no supervisory responsibilities. The Receptionist will oversee any clients assigned daily.

**Qualifications:**

Candidates for this position must be at least 18 years of age and have a combination of education and experience necessary to meet the expectation required and the responsibilities as outlined.

**Leadership, Change Management and Personal Effectiveness. Demonstrates:**

- Ability to proactively identify, diagnose and creatively resolve problems
- Ability to use effective communication skills
- Compliance to confidentiality/privacy standards as required by the agency and law
- Strong self-initiative and self-motivation
- Effective time, organizational and prioritization skills
- Team skills and respect of differences

**Education and/or Experience:**

High School Diploma or equivalent

**Language Skills:**

Ability to effectively present information and to respond to questions (supervisors, consumers, stakeholders, the board of directors and the public)

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

**Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid and accurate conclusions

**Other Qualifications:**

Compassionate and tolerant of a wide variety of people. Satisfactory completion of background check (OSBI, Drug Testing & previous employment references)

**Certificates, Licenses and/or Registrations:**

Possession of a valid Oklahoma Driver's License and current vehicle insurance verification.

**Training:**

Foundations, ETL (first 30 days), First Aid and CPR (before working in home), M.A.T. (before giving meds), ETL 2, Communications, Connections, ELNB, Skill Building, HD1, HD2, PA1, PA2, Meal Time Challenges and Individual Specific Training.  
(South Central will send you to training. Training is mandatory to keep position).

**Environmental Conditions:**

This position will primarily operate in an office environment. However, moderate exposure to hazardous risks, including potential for exposure to infections and communicable diseases, blood

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and body fluids, electrical equipment, chemicals, such as alcohol and Clorox is possible. Must follow universal safety precautions. Contact with adults who may exhibit physical, behavioral outbursts related to a mental health condition.

**Security:**

Adheres to the agency’s policies and procedures including HIPAA, Privacy, Confidentiality, and Conflict of Interest.

**Physical Demands:**

- Standing and walking: Must be able to walk/stand up to 90% of the time.
- Bending: May bend several times in order to meet the needs of the service recipient
- Carrying: May carry up to 50 pounds. May move equipment (average push force 20 pounds.)
- Lifting: May lift several times to meet the needs of the service recipient.
- Pushing: Minimal.
- Reaching: Several times in order to meet the needs of the service recipient
- Hand/Finger Dexterity: Minimal. May apply pressure with hands.
- Kneeling: may kneel in order to meet the needs of the service recipient.
- Vision: Must be able to see in order to read and write
- Hearing: Must have hearing sensitivity aided or unaided

**Supervision Received:**

This position reports to the Office Manager and Executive Director.

My supervisor and I have discussed the details of my job description, and I fully understand my job responsibilities. I also understand the need to be flexible with change, that there may be additions or deletions to my present job description. If I have any additional questions or concerns, it is my responsibility to bring it to the attention of my supervisor.

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Employee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Last Revised: 2/26/2020**