



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (855) 211-0950

FACSIMILE (205) 469-0062

Human Resources

www.cspwal.com

Cynthia W. Burton

Executive Director

June 9, 2022

JOB ANNOUNCEMENT

Title: Receptionist

Location(s): Tuscaloosa County

Employment Classification: Regular, Full-Time, Non-exempt, Non-safety sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: Current employees may apply by submitting a letter of interest along with an updated employment application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

Deadline to apply extended: Thursday, June 23, 2022, at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama

Job Description

<u>Job Title:</u>	Receptionist
<u>Division/Department:</u>	Supportive Services
<u>Reporting Relationship:</u>	Administrative Assistant/Office Manager
<u>Location of Job:</u>	Administrative Office
<u>Exemption Status:</u>	Regular, full-time, non-exempt

Summary of Duties and Responsibilities

The Receptionist is responsible for answering and directing incoming calls, greeting and directing visitors and providing support functions to the Administrative Assistant/Office Manager and administrative staff.

Essential Functions:

- Greet and route visitors and provide basic information and referral.
- Receive and direct telephone calls for the agency.
- Accurately distribute interoffice mail to addressees.
- Provide job applicants with information.
- Maintain an orderly waiting area.
- Maintain an accurate referral log
- Maintain schedule of conference room calendar
- Check and maintain supplies in restrooms during daily operation.
- Assure that copiers are supplied with paper.
- Other duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience:

- Possession of a High School Diploma or equivalent.
- Demonstrated experience in a busy office setting.

Certificates, Licenses, Registrations:

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.

Language Skills:

- Ability to communicate effectively to diverse individuals.
- Ability to effectively present information to program participants, visitors, and staff.

Mathematical Skills:

- Ability to compute simple math such as addition, subtraction, multiplication and division.

Reasoning Ability:

- Ability to properly evaluate inquiries and requests, and refer to appropriate resources.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- Ability to meet all DHR, Head Start/Early Head Start and Agency pre-employment requirements.
- Proficiency in spelling, punctuation and written sentence structure.
- Ability to utilize a variety of office equipment.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members and program participants.
- Ability to quickly acquire solid working knowledge of Head Start/Early Head Start, DHR and CSP resources.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.

Physical Demands: *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision required to operate a motor vehicle. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate a computer, telephone and personal automobile.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

REVISED 03.23.2017

Rev 03.15.2017

Rev 03.15.2018

Reviewed by Board of Directors 05.24.2018

REV. 12.11.2018

Reviewed by Board of Directors 01.17.2019

Reviewed by Board of Directors 03.19.2020

Reviewed by Board of Directors 03.18.2021