**STUDENT SERVICES RECEPTIONIST & ADMINISTRATIVE ASSISTANT**

# SUMMARY

Responsible for greeting visitors and delivering exceptional customer service assistance. This entails answering calls and fielding them accordingly, addressing visitor questions and needs, and providing an overall welcoming environment. Additionally, this position will assist with administering basic first aid and dispensing medications to students as directed by parent authorization forms.

# REQUIRED QUALIFICATIONS

* Mature, sincere Christ follower
* High school diploma or GED; Preference given to candidates with a Bachelor’s Degree
* Current First Aid and CPR certification from an approved provider or willingness to get certified within 30 days of hire
* Working knowledge of computer applications including strong word processing skills.

# PREFERENCE GIVEN TO APPLICANTS WITH THESE QUALIFICATIONS

* Previous experience greeting in-person visitors and handling incoming telephone calls in a customer service environment
* Previous experience as a health assistant, personal care assistant, CNA, or other equivalent
* Previous experience in a school setting working with children or adolescents
* Knowledge of body mechanics and body physiology
* Bilingual skills

# ESSENTIAL FUNCTIONS

* Interacts as first point of contact with for students in the Student Services Office
* Tracks students’ attendance and makes accurate entries in the school’s SIS (student information system)
* Provides administrative support to as directed by the Business Manager to other offices and school administrators
* Administers first aid to injured students and provides short-term care to enhance the comfort and safety of injured or ill students
* Administers and records medications in accordance with school policy.
* Maintains computerized listings of immunizations, chronic health conditions, daily visits and health information for each student.
* Reports observations to the Principal, Director of Elementary, or Business Manager, when appropriate
* Facilitates sending ill or injured students home
* Responsible for maintaining student accident forms
* Maintains a clean, organized health office
* Exhibits patience, courtesy and tact when dealing with students, parents and the community
* Exhibits empathy when caring for disabled persons and injured/ill students

# MENTAL AND PHYSICAL REQUIREMENTS

* Ability to handle multiple tasks
* Ability to prioritize and organize
* Ability to communicate effectively with school personnel of all levels
* Ability to work alone and as part of a team