

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Part-time front door Aide (20 hrs./week)

SUPERVISOR: Personnel Officer

WORK STATION: Bishop

SUPERVISES: none

POSITION SUMMARY: The front desk Aide starts the Covid 19 screening process. Redirects patients to the right department and assist with questions and concerns regarding mask mandated requirements. Performs a variety of clerical duties of a routine nature, including filing, some light typing and copying of standard forms. Assignments will vary from day to day but will involve office clerical duties as an on-the-job training.

DUTIES & RESPONSIBILITIES:

1. Update materials such as mailing correspondence.
2. Some light typing to update personnel files and some filing of the same.
3. May answer telephones, record messages and deliver to appropriate Administration staff.
4. Duplicate, collates, and prepares correspondence for mailing.
5. Learn to operate office machines such as the Xerox machine, fax machine and the computer.
6. Sorts, alphabetizes and files materials.
7. Greet the public, assisting them with completing forms/applications and/or directing to the appropriate person or department for further assistance.