



670 SE Midway Blvd. | PO Box 1675, Oak Harbor, WA 98277
360-675-2096 | whidbeyislandwomensclinic.org
Washington State Licensed Medical Test Site

STAFF RECEPTIONIST

QUALIFICATIONS:

1. A commitment to Jesus Christ as Lord and Savior.
2. Expresses full agreement with the Clinic's Statement of Principle, Mission Statement, Statement of Faith, and Code of Christian Conduct.
3. Complies with the policies and procedures of Whidbey Island Women's Clinic (WIWC).
4. Dependable, stable, and capable of following through on commitments.
5. Friendly, approachable, and ability to use listening skills.
6. A sincere desire to reach at-risk patients considering abortion.
7. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion. (When a situation arises where a woman's life is at risk, the Clinic advocates taking measures to preserve her life, hoping that the woman and her child can both be saved.)
8. Respects confidentiality and privacy per HIPAA.
9. Competent computer skills required.
10. Ability to navigate stairs while carrying up to 30 pounds.
11. Completes WIWC's onboarding and on-the-job training within the first 90 days of employment.

REPORTS TO: Executive Director

TIME COMMITMENT: 22 hours/week (Tuesday 9:15 AM – 4:15 PM, Wednesday 11:15 AM – 7:15 PM, Thursday 9:15 AM – 4:15 PM)

JOB DUTIES/RESPONSIBILITIES

1. Initial greeter for all who come to WIWC.
2. Performs opening and closing procedures each day.
3. Answers phones and transfers calls as applicable.
4. Schedules client appointments and performs client in-take process.
5. Answers general questions regarding WIWC services.
6. Provides material support to clients when requested.
7. Accepts donations and gives receipts.
8. Appropriately manages website form submissions.
9. Monitors reception and appointments emails, replying or forwarding to staff as necessary.
10. Performs client follow-ups as directed by Client Services Director and/or Nurse Manager.
11. Informs Client Services Director and/or Nurse Manager of specific client needs and/or any difficult or complicated cases.
12. Weekly or as-needed check-ins with Executive Director.
13. Attends monthly staff meetings.
14. Attends quarterly in-services and reads monthly training articles as available.
15. Attends/participates in all WIWC fundraisers and events outside regular business hours as a representative of the Clinic.
16. Additional responsibilities may be added by the Executive Director.