CHAC is currently looking for a PT Bilingual Front Desk Receptionist to handle CHAC’s daily contact with clients and answers telephones while meeting a variety of administrative needs from the front desk. **Hours are Monday, Tuesday and Thursday 2:30-8, Wednesday, 9:00 – 2:30 and Friday 2:30 – 6:00.**

**Tasks:**

- Answers telephone, providing information to caller, routing calls, and taking messages as needed.
- Schedules intake sessions.
- Greets arriving clients in cordial manner, using English or Spanish as appropriate, directing client and counselor to assigned room.
- Collects fees from clients, entering the data in payment log and in QuickBooks on computer, following specified routines.
- Handles incoming and outgoing mail, including processing donations as they arrive.
- Insures that lobby is tidy and maintains orderly atmosphere there.
- Performs light housekeeping tasks as needed.
- Prepares a variety of materials as needed for varied agency functions, insuring that supplies of basic forms are current.
- Works closely with Office Manager in ordering supplies, maintaining files and schedules and other tasks vital to overall agency functioning.

**Skills/Attributes:**

- Able to interact with clients, staff, interns and visitors in a cordial positive manner.
- Computer literate, willing to learn specific procedures for CHAC’s needs.
- Reliable and accurate in handling information flow and payment money, despite interruptions.
- Comprehension of overall agency information and procedures with ability to explain these to clients and others as needed.
- Fluent in English and Spanish.

Commitment to CHAC’s mission—integrity, flexibility, understanding of confidentiality issues and maintenance of cordial relations with staff, interns and clients are essential for successful work at CHAC. Must work well under pressure, meeting multiple and sometimes conflicting deadlines. Shall at all times demonstrate cooperative behavior with colleagues and associates.

**Experience and Education:** High school graduation or equivalent. Minimum of 2 years of successful office experience involving public contact.

Confidential Application Process
Email cover letter and resume to hr@chacmv.org with “Bilingual Receptionist” in subject field.