

RECEPTIONIST AND SCHEDULER

PRC is seeking a North Clinic Receptionist and Appointment Scheduler in our new Ft. Myers location. This clinic will serve Ft. Myers, Cape Coral and Leigh Acres women facing an unplanned pregnancy. Candidate must be attentive to needs of patients and have a warm and inviting demeanor. As a faith-based organization, PRC believes that every life matters. Candidates must agree to our statement of faith, principles, and core values.

Reports to: Clinic Manager

Full-time Position

Qualifications:

- Have experience in general receptionist duties and general office operations.
- Have excellent computer skills.
- Ability to multi-task.
- Be dependable and responsible.
- Has soothing voice manner.
- Pro-life and a committed Christian who demonstrates a personal relationship with Jesus Christ.

As a key member of PRC's Clinic staff, the receptionist will be the first face women in crisis meet. Responsibilities will include but not limited to the following:

Front Desk/Receptionist Duties:

- Receive all calls coming to clinic.
- Schedule and confirm appointments.
- Check voicemails first thing in the morning.
- Answer and direct all calls.
- Greet patients as they arrive for appointments providing proper paperwork and reviewing all necessary information is filled in.
- Make reminder calls for upcoming client appointments.
- Assist clients with Baby Bundles and Diaper Bundles.
- Compile quarterly Exit Survey stats and comments.
- Disinfect counter, chair and door knobs each night before leaving.