



Community Services, Inc.

1400 Ohio Avenue  
Dunbar, WV 25064  
Phone: 304-205-7978  
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## Job Posting: RECEPTIONIST

CSI is a small behavioral health agency located in Dunbar, WV. We provide services to individuals with intellectual and/or developmental disabilities. We have an immediate opening for a skilled Receptionist.

The Receptionist is important to the function of the agency. Therefore, it is important to select an individual who is:

- Personable and friendly.
- Consistently comes to work on time and has few absences.
- Is able to deal with challenging people at times.
- Is a self-starter. This position does not only involve answering the phone and greeting visitors. It also entails basic office work which must be completed on a daily basis.
- Must be a detail-oriented individual who strives to ensure things are correct.
- The successful candidate must be able to work as part of a team and will work with other staff members to ensure things run smoothly.

Requires:

- Proficient computer skills needed, to include basic word processing and data entry into spreadsheets, web-based applications, etc. to include:
  - Must be able to save documents.
  - Must be able to “save as” documents.
  - Must know what a thumb/flash drive is and be able to save documents to it.
  - Must know how to use e-mail and be able to respond to e-mail in a timely fashion.
  - The successful candidate will already have computer skills. They will not require training on how to operate a computer, basic word processing functions, etc. Training will not be provided in this area.
  - The successful candidate must already know how to operate basic office equipment such as a copier, scanner, fax machine, etc. Training will not be provided in this area.
- Must be able to report to work on time and consistently.
  - Our hours are 9 am-5pm. The receptionist is expected to be on time for work. Absences are expected to be minimal.
- Must be a self-starter who can multi-task without repeated reminders.
  - After being trained, it is expected the receptionist be able to carry out regular job duties without having to be constantly reminded to do so.
  - When unexpected and/or unfamiliar issues arise, the receptionist is expected to be able to evaluate the situation and address it based on sound judgment.
- Experience working with individuals with intellectual/developmental disabilities preferred.
- We provide services to individuals with intellectual/developmental disabilities. If you are uncomfortable around these folks, this is not the job for you.

Duties Include, But Are Not Limited To:

- Opening And Closing The Office
- Filing
- Purging and Filing Expired Information
- Light Typing
- Multi-Line Phone
- Copies
- Timely Response To E-Mail
- Keying Information and Due Dates Into A Web-Based Calendar For Tracking Purposes
- Mail
- Scheduling Of Conference Rooms
- Cleanliness Of Receptionist Office
- Scheduling Background Checks
- Completing Reference Checks
- Distribution of Time Sheets And Other Basic Payroll Related Tasks
- Organizing CPR/FA Class

CSI Offers:

- Ideal Work Hours: 9a-5p, Monday-Friday.
- Benefits (PTO, holiday pay, insurances) available for this full time position.
- Rate of pay is \$9.50 per hour

Please note: Your application should reflect that you have the previously outlined skills. Only applicants who appear to do so will be contacted for an interview.