

Float Receptionist

About South Lane Mental Health:

Located in Cottage Grove, Oregon, South Lane Mental Health is guided by the principle that no one seeking assistance will be turned away, and an enduring commitment to provide individualized mental health services with compassion and respect. A growing agency, South Lane Mental Health's staff of 100 provided a variety of therapeutic services to over 2,200 individuals in Cottage Grove and the surrounding community. Our employees have a wide range of backgrounds, educational attainment and skill sets. We strive to create an agency community characterized by empowerment, compassion and innovation.

About the Position:

South Lane Mental Health is seeking a receptionist to provide floating coverage. South Lane Mental Health has four office locations in the Cottage Grove area, and an additional office in Springfield, and has five full time receptionists. The receptionist float will provide coverage for reception desks at South Lane Mental Health and help ensure that our reception areas are fully staffed and we can greet and assist clients in a timely and welcoming fashion. The receptionist float will also complete special projects and tasks as assigned.

Position Duties:

- Provide front desk and reception coverage in the absence of other receptionists.
 - Greet clients (in person or by phone)
 - Verify and update client information
 - Check clients into Exym, and notify clinician/NP
 - Collect co-pays, and issue receipts or IOUs
 - Provide clients with paperwork, and provide assistance if needed
 - Distribute petty cash and client funds as needed, including appropriate documentation of all money.
 - Straighten lobby and ensure space remains welcoming.
 - Distribute mail and faxes, and send and prepare mail and faxes
- As needed, cover the regular duties of other receptionists during leave and vacations, including but not limited to:
 - Checking insurance status
 - Updating call lists
 - Setting up reminder calls for clients
 - Monitoring and maintaining equipment
- Complete special projects and tasks as assigned by the Director of Finance and Administration, or Business Office Lead.

Position Requirements:

- Two years of experience working in an office environment
- High school diploma or GED
- Excellent customer service, and welcoming attitude
- Attention to detail

- Ability to work independently and collaborate with a team
- Experience working in a mental health or medical environment preferred

Benefits of Working for South Lane Mental Health:

- Exceptional culture where employees are supported, trusted and treated as adults.
- 100% employer payment of health insurance premium for the employee.
- Dental, vision, and prescription drug insurance
- Generous Paid Time Off
- Opportunity to contribute to a 403(b) retirement account
- Opportunities for training and reimbursement for licensure and certification costs
- Administrative and clinical supervision, including that for licensure candidates

To Apply:

Please email resume and cover letter to employment@slmh.org

No phone calls, please.

EOE