



DISABILITY
COMMUNITY
RESOURCE
CENTER

JOB DESCRIPTION

POSITION TITLE: Receptionist
CLASSIFICATION: Non-Exempt
REPORTS TO: CEO

SUMMARY

The Receptionist is under the direction and supervision of the Chief Executive Officer (CEO) and is responsible for traditional receptionist duties.

ESSENTIAL FUNCTIONS

Responsibilities:

- Answer the phones; take messages as needed.
- Greet people in the reception area.
- Coordinate activities for reception area.
- Implement procedures for sorting in-coming daily mail, taking messages, and directing visitors.
- Perform light clerical duties including typing, copying and faxing.
- Assist in coordinating and scheduling repair and maintenance of office equipment, as needed.
- Maintain postage records.
- Participates on self-directed work teams and staff committees.
- Perform other duties as assigned by CEO.

Qualifications:

- Life experience with disability as well as knowledge of the Independent Living Movement philosophy.
- One year's experience with high-volume telephone console systems.
- Demonstrated knowledge of general office procedures.
- Demonstrated ability to communicate effectively (oral/written).
- Demonstrated interpersonal skills needed to interact effectively and diplomatically with a variety of staff, volunteers and members of the community.

Disability Community Resource Center - www.dcrc.co

12901 Venice Boulevard, Los Angeles, California 90066

(310) 390-3611 **Voice** 📞 (310) 398-9204 **TTY** 📞 (888) 851-9245 **Toll-Free**

- Must be able to travel as required.

Preferred Qualifications:

- Bilingual skills (Spanish or American Sign Language) preferred.
- Experience in Domestic violence/Sexual Assault preferred.

POSITION TYPE/HOURS OF WORK

This is a full-time position that reports to the CEO. The Receptionist is expected to work the typical work week at DCRC- 40 hours a week.

AAP/EEO STATEMENT

The Disability Community Resource Center is an equal opportunity/affirmative action employer. People with disabilities, females, minorities and elderly persons are encouraged to apply for employment.

DISCLAIMER

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other activities, duties and/or responsibilities may change or be assigned.

UNION REPRESENTATION

This position is a bargaining unit position. As such, the position is represented by the union, the Association of Disabled Service Employees (APDSE). Membership to the APDSE is optional; however, the APDSE is certified to represent the positions within the bargaining unit at DCRC. The APDSE will be provided your contact information and related salary information once you begin employment at DCRC.

HOW TO APPLY

To apply for this position, please submit a cover letter, resume, and completed employment application forms to dcrc@dcrc.co