



## **Client Access Representative (Receptionist) Outpatient Substance Use Disorder Clinic**

- Answers switchboard, routes calls, greets clients and visitors.
- Oversees client sign-in, accepts and records co-payments for services. Informs staff person that their client has arrived for appointment.
- Runs daily cash received report and ensures the payment amounts are consistent with the amount actually received.
- Assists staff with documents that need to be mailed or given to clients.
- Ensures the waiting room is tidy and kept clean and safe for incoming clients throughout the day (disinfecting per agency policy).

Pay Range: \$15.75/hr to \$17.50/hr. with full benefits

Hours: 8 a.m. to 5 p.m. Monday – Friday with one hour lunch

Minimum of high school diploma or G.E.D., with at least one year of office experience, preferably in a public facing role at a health-related facility. Must be computer literate with ability to use Microsoft Office programs (Word, Outlook, Teams) and ability to learn new computer programs with training.

**If interested, please send resume to [hr@hutherdoyle.com](mailto:hr@hutherdoyle.com). Call 585-287-9548 with questions.**