



**Position:** Receptionist – Contingent (mostly evenings and weekends)

**Department:** Development

**Reports to:** Director of Development

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***Description:***

Angela Hospice, a nonprofit leader in hospice care for over 30 years, is seeking a Receptionist to join our exceptional team.

Combine your knowledge and skills with a meaningful purpose by joining our team of outstanding professionals who share a common vision of compassion and respect for human dignity in serving the hospice community.

***Primary Duties and Responsibilities:***

- Responsible for all incoming telephone and in-person inquiries to Angela Hospice Care Center
- Monitors the Angela Hospice reception area and sees to it that personnel/patients/families are directed to their proper destinations
- Must possess excellent people skills
- Must act as a representative of Angela Hospice when other employees are unavailable
- Must be adept at handling the telephone and transferring numerous calls under all kinds of circumstances
- Performs any other task necessary to ensure the Care Center operates smoothly and must maintain the highest standards of professionalism

***Qualifications:***

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- Excellent people and communication skills
- Telephone/reception experience required