



GENESIS MENTAL HEALTH Receptionist

Full-time, medical and dental benefits included
Monday - Friday, 7:00am-3:00pm (40 hours/week)

Sacramento Loaves & Fishes is a non-profit organization providing survival services to people experiencing homelessness in a spirit of love, radical hospitality and generosity to all those who seek our assistance. We are currently seeking a Receptionist for our Genesis Mental Health program. Genesis provides no-barrier mental health counseling and support to our guests.

Responsibilities:

- Provide hospitable and compassionate service, as point of contact for vulnerable homeless population accessing mental health services.
- Intake and screening of new clients by phone and in-person.
- Extensive use of Access database and appointment scheduling software.
- Coordinate incoming appointments and ensure flow of counselors' schedules.
- Oversee and supervise lobby area, control interruptions.
- Maintenance of confidential client information, including data file, charting, etc.
- Provide proficient knowledge of Loaves & Fishes programs and services offered onsite.
- Referral to/from area social service providers as needed.
- Other duties as assigned.

Skills:

- Knowledge of and commitment to the mission of Loaves & Fishes.
- Strong attention to detail and organizational skills.
- Strong written and verbal communication.
- Ability to type 30+ words per minute.
- Ability to research area resources through various means (Internet searches, directories, phone calls, etc).
- Experience with general clerical duties (filing, faxing, data entry etc.)
- Familiarity with Microsoft Office programs (Excel, Word, Access, etc.)
- Familiarity with Gmail and Google Docs.
- Knowledge of confidentiality practices (compliance with HIPAA Rules)

Please submit your resume and cover letter to HR@sacloaves.org, or fax to 916-446-9376 or mail to Human Resources P.O. Box 13495 Sacramento, Ca. 95813 **by Sept. 17, 2021.**