



CARE

2310 First St. | Suite 2
Tillamook, Oregon 97141
Office: 503-842-5261 Fax: 855-631-4261
www.careinc.org

Office Receptionist Job Description

Location: Tillamook, Oregon

Type: Full time - 40 hours per week + benefits (medical/dental/retirement offered after 90-day probationary period)

CARE Inc is a Non-Profit agency that offers housing and employment assistance, peer recovery support, and uses non-clinical, peer-based activities and case management to support individuals to help make the life changes necessary to recover from mental health and substance abuse disorder conditions, to meet the basic needs of Tillamook county.

Responsibilities for office receptionist

- Triage incoming clients to determine the need and where need to be directed
- Receive rents and donations (giving receipts when necessary)
- Answer telephones and take messages and check faxes
- Manages incoming mail and distribution
- Making copies and keeping forms stocked
- Street outreach- meeting basic needs i.e. socks, hygiene kits, clothing, food
- Daily clean-up of front lobby, and interview rooms, and restrooms (including sweeping, mopping, trash)
- Keep lobby refrigerator stocked with water
- Prepare and setup coffee station every morning and tear down at night
- Working knowledge of all assistance forms
- Other duties as assigned

Qualifications for office receptionist

- Punctuality and reliable with ability to work under pressure when required
- Proficient in Office 365
- De-escalation skills
- Typing
- Dependability- can be counted on to consistently meet or exceed expectations
- Know how your role fits into your extended team and find ways to add value

CARE Inc.
Attn: Sandra Angerbauer
2310 First Street Suite 2
Tillamook, Oregon 97141
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Benefits

- Employee Premium coverage for medical/dental/vision
- Generous Vacation Accrual, Wellness leave, Personal days
- 3% Simple IRA Match
- Competitive Wages
- Employee Assistance Program

CARE Inc is an E.O.E.

Please send cover letter and resume to sangerbauer@careinc.org

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