**COMMUNITY PARTNERS OF THE MIDLANDS, LLC DBA WELLPARTNERS ADULT EYE CLINIC**

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**Position Posting**

**3+ 2``**

**Date Posted:** February 10, 2021 **Closing Date:** February 24, 2021

**Position Title:** Greeter

**Supervisor:**  Eye Clinic Director

**Start Date:** Immediately

**Position Status:**  Regular, Part-Time (2nd Tuesday & 4th Thursday of each month)

**Job Classification:**  Non-exempt

 *In compliance with the Fair Labor Standards Act, this position is classified as*

 *a non-exempt position and the employee is eligible for overtime.*

**Position Overview**

The Greeter will meet each patient at the entrance to Richland County Health Department and escort them to the 3rd floor WellPartners Adult Eye Clinic, under the direction and supervision of the Eye Clinic Director and/or Office Assistant. Flexibility, initiative, and a pleasant attitude are requisites.

**Responsibilities**

1. Provides appropriate assistance to patients. Greets patients upon arrival.

2. Performs screening duties for patients entering facilities using infrared thermometers and scripted screening

 questions during periods of influenza or other pandemic periods. Performs other tasks and responsibilities

 associated with clinic operation.

3. Assists in sanitizing reception area.

4. Provide other duties as assigned.
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**Required**

* This position requires a high school diploma or equivalent. Must have the ability to work independently as well as part of a team. This position requires a minimum 1-year experience in customer service.

**Additional Information**

* Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Qualified candidates should submit resume and cover letter to:**

Pamela Martin, Clinic Director

WellPartners Adult Eye Clinic

2000 Hampton Street, Suite 3145

Columbia, SC 29204

Email: pmartin@wellpartners.org