



The Good Samaritan Center is a private, non-profit social service agency. It is funded by churches, private contributions, and fundraising. The Center was started in 1972 under the direction and financial support of seven Jackson churches. Since that time, The Good Samaritan Center has grown to include a main office in Jackson and a branch in Laurel, Mississippi.

## JOB ANNOUNCEMENT

### Part-time Reception/Office Management Assistant

Progressive non-profit seeking an assistant to assist families and individuals in emergency situations, by making appropriate recommendations and referrals, within and outside our community.

**Beginning Salary:** \$12.00/hour

**Skills & Education Experience:**

High School Degree or Equivalent Required.

Basic knowledge of computers and Word Processing; typing required.

Ability to communicate effectively both verbally and in writing.

## IMPORTANT

Thank you for inquiring about this position at The Good Samaritan Center. Attached is a job description and an application for employment. Please complete and return with **resume and cover letter** to:

(Mail-in)

The Good Samaritan Center  
P.O. Box 4955 - Jackson, MS 39296-4955

(Drop-off)

114 Millsaps Avenue, Jackson, MS 39202  
Monday or Wednesday 9 a.m. - 4 p.m.  
Thursday or Friday 1 p.m. - 4 p.m.

**Interviews:**

**Preliminary Interviews will begin ASAP.**

# JOB DESCRIPTION

**Job Title:** Reception/Office Management Assistant

**Department:** Social Services

**Accountability:** Executive Director

**Job Summary:** Oversee and direct clients, volunteer and donor traffic. Answer and direct incoming phone calls. Maintain client files. Keep reception area/waiting room neat, clean, and organized.

Help in an administrative assistant capacity as needed.

## **Duties and Responsibilities:**

- Handle multi-line phone system (4 lines) with 15+ extensions, copier, and fax machine.
- Answering incoming calls; providing general information and/or directing caller appropriately.
- Make proper referrals for clients, within and outside of our agency, as needed.
- Enter clients into computer database.
- Maintain confidentiality regarding client information, client requests, and client files.
- Keep files organized and in proper order.
- Pull client files as needed and then refile.
- Keep waiting and reception area neat, clean, and organized (desk tops, chairs and floors kept clean and organized, garbage emptied, book shelves kept full and neat).
- Assist in other areas as needed (social services, food pantry, clothes closet, store).
- Cooperate with administrators and various programs for the betterment of our clients.
- Advocate for clients with other churches and organizations, including the Department of Human Services, via telephone and email.
- Work occasional evenings, weekends, holidays, and special events.

## **Needed Attributes:**

- Enjoy working in a team atmosphere and possess the ability to inspire teamwork.
- Possess the desire to help people in need as we help them help themselves.
- Enjoy working with people.
- Ability to work in a fast paced environment.
- Ability to lift 30 pounds and push 75 pounds

## **Skills and Education Requirements:**

- High School or equivalent required
- Basic knowledge of computers, Microsoft Office, Google G Suite, and typing required.
- Effective written and verbal communication skills.
- Excellent organizational skills.
- Excellent people skills.
- Prior office or clerical work experience preferred.



P.O. Box 4955  
Jackson, MS 39296-4955  
Phone: (601) 355-6276  
Email: info@goodsamaritancenter.org

# Application for Employment

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

## I. Personal Information

Name: Last  First  Middle

Maiden

Preferred Name/Nickname

Present Address

Permanent Address (if different from above)

Social Security Number

Home Phone

Cell Phone

Email Address

U.S. Citizenship or Permanent Resident? (Circle) Yes or No

Are you over 18 years old? (Circle) Yes or No

*Please list days & hours available to work*

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Are you available holidays and weekends? Do you prefer morning shift (9:00 a.m. to 1:00 p.m.) or afternoon shift (12:00 p.m. to 5:00 p.m.)?

2. How did you hear about The Good Samaritan Center?

3. Have you ever been convicted of a crime other than minor traffic offenses? Are there any pending charges? If yes, please explain.

4. Have you ever been discharged or forced to resign from a position? (Circle)      Yes                      No

If yes, please explain:

5. Is there anything that restricts you from performing the listed duties in the attached job description with or without reasonable accommodation?

6. Do you have current first aid training? (Circle)    Yes   or   No    CPR?   Yes   or   No    adult or pediatric?

**II. Employment Record** *If necessary, use a separate sheet to list additional employers. We will contact all of the employers listed on this application unless you specifically exclude them below.*

1. \_\_\_\_\_  
Company Name (Current or Most Recent Employer)                      Position Held \_\_\_\_\_

\_\_\_\_\_                      Wages: Start \_\_\_\_\_ End \_\_\_\_\_  
Location

\_\_\_\_\_                      Telephone \_\_\_\_\_

Manager/Supervisor

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Contact Employer? Yes      No If No, why?
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2. \_\_\_\_\_  
Company Name                      Position Held \_\_\_\_\_

\_\_\_\_\_                      Wages: Start \_\_\_\_\_ End \_\_\_\_\_  
Location

\_\_\_\_\_                      Telephone \_\_\_\_\_

Manager/Supervisor

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Contact Employer? Yes      No If No, why?
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3. \_\_\_\_\_  
Company Name                      Position Held \_\_\_\_\_

\_\_\_\_\_                      Wages: Start \_\_\_\_\_ End \_\_\_\_\_  
Location

\_\_\_\_\_                      Telephone \_\_\_\_\_

Manager/Supervisor

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Contact Employer? Yes      No If No, why?
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### III. Education

Please start with High School education, down to most recent degree awarded or seeking.

School	Dates Attended	Area of Study/Major (if applicable)	Degree Awarded (Ex: Diploma, GED, etc.)

Are you planning to continue your education? Yes or No When? \_\_\_\_\_

If so, what are those plans? \_\_\_\_\_

### IV. References

*\*Business, Professional or Educational - Do not list relatives or previous employers. These people will be contacted.*

Name	Occupation	Years Known	Phone

### V. Application Questions

1. Why do you want to work at The Good Samaritan Center? \_\_\_\_\_

2. Do you have clerical, customer service or reception experience? What did you like, what did you hate and why did you leave? \_\_\_\_\_

3. Tell us about a time you had to multi-task to get a job done. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What are some special skills you will bring to the team? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What was your favorite job and why? \_\_\_\_\_

\_\_\_\_\_

6. Any hobbies? If so, what? \_\_\_\_\_

7. Name your biggest strength and biggest weakness. \_\_\_\_\_

\_\_\_\_\_

8. What are your goals for the next 5 years? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Authorization

**Federal law prohibits the employment of undocumented immigrants. All persons hired must submit satisfactory proof of employment authorization and identity (valid drivers license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**I certify that the answers given on this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.**

**Furthermore, I authorize investigation of all statements contained herein. I also authorize that the references and employers listed above may give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.**

**I understand that this is an application for employment and that no employment contract is being offered. I also understand that I am subject to random drug testing, if employed, and if I have any accident on worktime that I will be required to submit to a drug test.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

Office Use Only

Date Submitted: \_\_\_\_\_

Interviewed by: \_\_\_\_\_