



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Front Desk Receptionist

Macon County Health Department | Decatur, Illinois

Full-Time | 35 Hours per Week | \$17.53 per Hour

Be the Welcoming Face of Public Health

The Macon County Health Department (MCHD) is looking for a friendly, dependable, and organized Front Desk Receptionist to join our team!

As the first point of contact for individuals entering the Health Department, our Front Desk Receptionist plays an important role in creating a welcoming, professional, and helpful experience for our clients, community partners, visitors, and staff.

If you enjoy working with people, staying organized, and being part of a team that makes a difference in the community, we would love to hear from you.

About MCHD

The Macon County Health Department is a Certified Local Health Department providing clinical, social, and preventive health services to individuals and families throughout Macon County.

Our Mission: To promote the health and healthy practices of all residents of Macon County.

Our Vision: To lead Macon County to be one of the healthiest counties in Illinois.

What You'll Do

As our Front Desk Receptionist, you will help coordinate the daily activity of our main reception area and serve as a resource for individuals entering or contacting the Health Department.

Responsibilities include:

- Greet clients, visitors, vendors, and community partners in a professional and welcoming manner.
- Serve as the primary point of contact at the main reception area.
- Answer and direct incoming telephone calls and general inquiries.
- Assist visitors in identifying and connecting with the appropriate MCHD program, division, or staff member.
- Communicate with departments regarding scheduled appointments, expected visitors, and other front desk needs.
- Maintain an organized, professional, and secure reception area.
- Assist with general clerical and administrative duties as assigned.
- Handle information appropriately and maintain confidentiality.
- Work collaboratively with staff across multiple programs and divisions.
- Provide courteous and respectful customer service to individuals from diverse backgrounds.
- Perform other duties necessary to support the daily operations of the Health Department.

What We're Looking For

Minimum Qualifications

- High School Diploma or GED required.
- At least two (2) years of office experience required.
- Excellent communication, telephone, customer service, and organizational skills.
- Basic computer skills and knowledge of general office procedures and equipment.
- Ability to communicate professionally and effectively with the public and coworkers.

- Ability to work effectively with diverse individuals and community groups.
- Compassionate, approachable, and customer-focused demeanor.
- Ability to maintain professionalism and confidentiality in a busy public-facing environment.
- Dependable and able to work independently while also contributing to a team environment.

Additional Requirements

Candidates must:

- Have a dependable vehicle available for use during work hours.
- Possess a valid Illinois Driver's License.
- Maintain appropriate automobile insurance.
- Be physically able to perform the essential functions of the position, which may include bending, squatting, and lifting up to 25 pounds.

Compensation

\$17.53 per hour

35-hour work week

Why Join MCHD?

MCHD offers a comprehensive benefits package designed to support our employees both professionally and personally, including:

- 35-hour full-time work week
- 12–14 paid holidays each year
- Paid time off
- IMRF retirement benefits with employer contribution
- Health insurance
- Dental insurance
- Vision insurance
- Employee Assistance Program (EAP)
- Employee discounts
- Paid parental leave

You'll also have the opportunity to work alongside public health professionals who are committed to serving and strengthening the Macon County community.

Ready to Join Our Team?

Interested candidates may visit the Macon County Health Department website to obtain an employment application.

Completed applications and/or resumes may be submitted to:

Human Resources

hr@maconchd.org

Macon County Health Department

Decatur, Illinois

The Macon County Health Department is an Equal Opportunity Employer and Drug-Free Workplace.