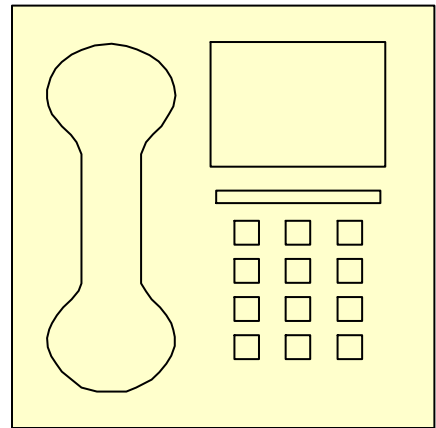


Working as a Receptionist Kasia McDonald

Job Outlookⁱ

According to the New York Department of Labor, the job prospects for receptionists from 2006-2016 are very favorable. Currently, the median wage for receptionists in western New York is \$24,500, with, on an annual basis, 170 new openings and a projected 6% annual job growth. In 2006, there were 5,670 employed as a receptionist in this region; in 2016, there are expected to be 6,010. Nationally, receptionist held 1.1 million jobs in 2008, with the largest numbers working in healthcare or social services.ⁱⁱ



Interview with a Receptionist Conducted in March, 2010

Larry Pasker works for Volunteer Lawyers Project and the Legal Services for the Elderly. Larry is responsible for picking up, sorting, distributing all incoming and outgoing mail, doing postage and faxing, photocopying and entering and closing completed client cases. He makes telephone calls to clients, directs and greets visitors, clients, and other guests, makes deliveries, does filing, and updates libraries.

How many hours do you work?

20 hours per week is the maximum amount of time you can work. Supportive Services rules states that you cannot work another part-time job. You can work up to a year unless the company gives you an extension.

Do you have a disability?

Larry is 61 years old. Larry has Social Security Disability because he is unable to perform the job that he has been doing for 30 years.

He was employed in the furniture business for 3 years; the bending and the kneeling took a toll on him.

Challenges of living on low wage work?

He lives alone in his household. Ever since his divorce 4 years ago, he has had to take care of his home himself with no money from outside sources. He has had to refinance his home over 2 years ago.

What is your work history?

1975-furniture refinishing; upholstering
1978- Adult education at night school
1985-1987-working 7 days a week for two years.
1987- sold building (had his own business and had bought a small garage after he had been business for a year or two)
1992-1997- worked for Rent a Center. Serviced 10 different years fixing furniture.
1987-2007- same type of work (upholstering and finishing)

How much education have you completed?

12 years of high school and 1 and ½ years at Erie County Tech.

What part of your job do you like the most?

Greeting clients and directing them to where they have to go.

Do you have any outstanding debts?

Mortgage and car payment.

Did you have a resume?

A resume writing agency 12 years ago and it has been updated ever since. Support Services, the company that offers support for people who are age 60 and above, offers training and job placement in the workforce for people who are unemployed or disabled helped Larry to get the position.

How do you get to work?

Larry has his own vehicle.

What do you do for entertainment?

Walking, cable TV, movies and spending time with friends and family.

What are your future goals?

Teaching; possibly, adult education. Larry is interested in nutrition and losing weight and would like to go back to school and teach.

What would a higher wage allow you to do?

Travel; see daughter in Florida, and visits friends in Atlanta.

Monthly Budget for Larry Prasker

Average Monthly Expenses

Essentials

Housing Costs	\$979.00
Food Costs	\$250.00
Soap/towels	\$50.00
Gas	\$150.00
Medical	\$30.00
Clothing	\$2.00
Transportation	\$97.00
Child Care	0
Phone	
Laundry/Toiletries	\$10.00
Cleaning supplies	0
Baby Care	0
School supplies and fees	0
Appliance and furniture	0
Miscellaneous	\$10.00

Non-essentials

Entertainment	\$5.00
Cable TV	\$70.00
Cigarettes and Alcohol	\$2.00
Eat Out	\$5.00
Lottery costs	0

Total Expenses \$1742.00

Average Monthly Income

Wages	\$563.61
Food Stamps	\$200.00
SSD	\$1253.00

Total Income \$2016.61

ⁱ NYS Department of Labor. *Available at*, <http://www.labor.state.ny.us/stats/demand.asp>
ⁱⁱ Receptionists and Information Clerks, 2010-2011 Outlook. *Available at*,
<http://www.bls.gov/oco/ocos134.htm>