

**EL CENTRO FAMILY HEALTH  
JOB POSTING**

**DATE:** July 11, 2017  
**TITLE:** Clinic Receptionist  
**FTE:** PRN (as needed)/Not eligible for benefits  
**SITE:** Westside Clinics  
**SUPERVISOR:** Carla Baca, Clinic Manager

**RESPONSIBILITIES:**

Under the direct supervision of the Clinic Manager or the Regional Administrator, the Clinic Receptionist is responsible for projecting a positive first impression of the organization, by communicating effectively with co-workers and the general public, and greeting patients and other visitors, determining their needs and directing them accordingly to the appropriate party with complete confidentiality

**MINIMUM REQUIREMENTS**

**EDUCATION:** High School diploma or GED equivalent.  
**EXPERIENCE:** Minimum of two (2) years' experience, with at least one (1) year in a related field.

**PERFERRED**

**Experience:** Medical terminology and health insurance claims, Medicaid, and Medicare.  
Bi-lingual, English/Spanish

**Skills, Knowledge and Abilities (KSA's):**

- 1) Ability to operate, computer, copier, and fax machine.
- 2) Knowledge of basic mathematical/accounting procedures.
- 3) Knowledge of basic telephone etiquette and protocols.
- 4) Knowledge of clerical, organization, and office skills, including alpha/numeric filing skill.
- 5) Ability to maintain effective work relationships.
- 6) Ability to work with people in stressful situations.
- 7) Ability to communicate both orally and in writing by telephone and email.
- 8) Knowledge and Fluent skill of Microsoft Office Excel and Word applications, internet explorer usage, and Outlook.
- 9) Strong interpersonal, communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- 10) Requires attention to detail ability to relate data elements, and ability to evaluate discrepancies in data and documents using defined sources of information.
- 11) Must have strong customer-service and teamwork orientation.
- 12) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 13) Travel is required to other ECFH clinics and prosperities, as well as for other business as required.
- 14) Knowledge of Electronic medical Records systems.

**EOE/M/F/D/V/Drug-Free Workplace**

Interested individuals must submit an updated employment application to Human Resources at [hr@ecfh.org](mailto:hr@ecfh.org) or mailed to PO Box 158 Espanola, NM 87532.

**DEADLINE:** Position opened until filled