

**EL CENTRO FAMILY HEALTH  
JOB POSTING**

**DATE:** September 12, 2017  
**TITLE:** Clinic Receptionist  
**FTE/CLASS:** Full-Time Equivalent / 40 hours per week  
**SITE:** Las Vegas Medical Clinic  
**SUPERVISOR:** Dorothy Lopez, Clinic Manager

**PURPOSE:**

Under the direct supervision of the Clinic Manager 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. An essential job result is accurate and reliable work products, which have a direct impact on the financial performance of El Centro Family Health.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Minimum of two years experience, with at least one year experience in a related field.

**PREFERRED:** Medical terminology and health insurance claims, Medicaid and Medicare.  
Bi-Lingual- Fluent English/Spanish.

**Knowledge, Skills and Abilities:**

- 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) May travel.
- 10) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 11) Strong interpersonal, communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- 12) Requires attention to detail ability to relate data elements, and ability to evaluate discrepancies in data and documents using defined sources of information.
- 13) Must have strong customer-service and teamwork orientation.
- 14) Knowledge of Electronic Medical Records systems.

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

Interested individual must submit an updated employment application to Human Resources via email to: [hr@ecfh.org](mailto:hr@ecfh.org) or Fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

**DEADLINE:** Position open until filled.