

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: December 18, 2017
TITLE: Clinic Receptionist
FTE/CLASS: PRN (as needed)/Not eligible for benefits
SITE: Northside Clinics
SUPERVISOR: Angela Sanchez, 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.
PREFERRED: 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 hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

DEADLINE: Position opened until filled