

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: September 27, 2021
TITLE: Clinic Receptionist
FTE/CLASS: Full Time
SITE: RAHC

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 coworkers 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.

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 Manager.

DEADLINE: 5:00 PM on Wednesday, September 29, 2021.