

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: August 26, 2021
TITLE: Dental Clinic Receptionist
CLASS: PRN (As Needed)
SITE: Penasco Dental Clinic

RESPONSIBILITIES:

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.

EDUCATION:

High school diploma or GED.

EXPERIENCE:

Minimum one (1) year experience in a related field.

PREFERRED:

Bilingual, Spanish/English.

Experience in bookkeeping and accounting.

Experience with dental terminology and dental insurance claims, Medicaid.

Knowledge, Skills and Abilities:

- 1) Knowledge of basic mathematical/accounting procedures.
- 2) Knowledge of clerical, organization, and office skills, including alpha/numeric filing skill.
- 3) Knowledge of basic telephone etiquette and protocols.
- 4) Ability to work with people in stressful situations.
- 5) Computer literacy.
- 6) Ability to operate office machinery efficiently and accurately.
- 7) Ability to make administrative and procedural decisions and judgment on sensitive confidential issues.
- 8) Intermediate knowledge/expertise with PC hardware and software (Word and Excel, Access, PowerPoint).
- 9) Strong interpersonal and communication skills.
- 10) Travel may be required.
- 11) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

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: Jamie Archuleta, HR Administrative Assistant

DEADLINE: Open until filled