



Position Description

Front Desk

Summary:

The front desk position provides support to the receptionist and clinic by answering all phone calls, greeting all visitors to the clinic, and providing administrative support tasks as assigned. This person provides service to and has contact with many stakeholders, and thus requires a friendly and engaging person. The position reports to the Executive Assistant/Office Manager.

Essential Duties and Responsibilities include the following:

- Provide back up for receptionist
- Provide Financial navigation
- Collect payment for services
- Check out patients
- Schedule follow up visits
- Review patient financials and financial agreements based on the sliding scale
- Provide other support services, as assigned

Qualifications:

- A Christian in agreement with the HIS Statement of Faith and a participating member of a Christ centered church.
- High School diploma or GED and/or several years of work experience preferably in a clerical or office position.
- Experience in working with various computer programs; excel, word, access preferred.
- Ability to develop and maintain effective trusting relationships.
- Excellent verbal and written communication skills.
- Excellent organizational skills and the ability to multi-task.
- Ability to show initiative and to work independently.
- Must be fluent in Spanish and English.

Benefits: PTO, Health Insurance, 403b Retirement Plan, Hourly Pay Based on Experience

Hours: 36 – 40 hours, Monday - Friday