



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



POSITION: Clinic Receptionist

LOCATION: Sokaogon Chippewa Health Clinic

SALARY: Commensurate with Education/Experience

SUPERVISOR: Clinic Health Director

POSITION SUMMARY: *The receptionist will tend to patients in person and on the phone. In addition, this position will coordinate and organize appointments and documents which will facilitate an efficient healthcare environment and support the delivery of quality patient care.*

DUTIES AND RESPONSIBILITIES:

- Greet patients, visitors, and vendors.
- Register patients and give any necessary forms to be completed for medical care purposes.
- Ensure patients' information is accurate.
- Maintain and manage patient forms and documentation.
- Answer incoming calls and inquiries in a professional manner.
- Schedule medical and dental appointments.
- Attend meetings and trainings as required
- Perform other duties assigned by the Clinic Health Director.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Knowledge of medical terminology preferred
- Knowledge of dental terminology preferred.
- Knowledge of general administrative and clerical procedures.
- Knowledge of HIPPA regulations.
- Possess excellent verbal, written, computer and typing skills.
- Must be willing to take on additional responsibilities as assigned.
- Must be trustworthy, dependable, and exhibit a professional demeanor.
- Possess excellent planning and organizing skills.
- Have attention to details in all tasks.
- Have excellent time management skills.
- Possess the ability to keep all information confidential.
- Knowledge of and ability to manage Electronic Medical Records software preferred.
- Willingness to work flexible hours.

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Employee will be subject to the policies and procedures of the Sokaogon Chippewa Health Clinic. The successful candidate must hold a valid driver's license and pass a pre-employment drug screen and a background check.

NATIVE AMERICAN PREFERENCE IS GRANTED IN ACCORDANCE WITH P.L. 93-638.

Applications are available at the Sokaogon Chippewa Tribal Office. Submit your completed applications and resume to:

Donna Vodar
Director, Human Resources
3051 Sand Lake Rd.
Crandon, Wi 54520
Email: donna.vodar@scc-nsn.gov
Telephone: 715-478-7663

POSTING DATE: August 7, 2018
CLOSING DATE: August 21, 2018

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii