



## **FRONT DESK/RECEPTION**

### **Part-time (24 hours)**

Are you an organized people-person able to handle multi-tasking like a pro? If you are looking for fulfilling work and professional satisfaction then consider working for Redwood Coast Medical Services, Inc. (RCMS). We are a community based, non-profit, Federally Qualified Health Center (FQHC), providing health services to a vibrant and diverse community. You will be working in a supportive environment, with flexible work hours, an excellent benefits package, continuing education assistance, gym membership and more! RCMS values employees and gives them a voice. If you want to feel like part of a team and that *you* make a difference, fill out an application today.

**Position Type:** Part-time (24 hours per week), with full-time potential

**Location:** Gualala & Point Arena Medical Clinics

**Summary:** As a member of our Front Desk/Reception team, you will be responsible for welcoming patients to the health center, answering the phone, appointing and reappointing patients and other related duties. The best candidate will provide high-quality customer service in a collaborative manner with all team members and will maintain confidentiality and professionalism in all situations.

#### **JOB REQUIREMENTS:**

- High school education.
- Minimum one year in a medical setting preferred.
- Working knowledge of the use and applications of computers, particularly Excel and Microsoft Word.
- Knowledge of Electronic Health Record systems (such as NextGen) preferred.
- Ability to maintain accurate, detailed reports and records.
- Ability to communicate effectively, verbally and in writing.
- Must have good organizational skills and be able to work independently as well as with others in a team environment.

RCMS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

*Fill out an application and send it along with your resume today!*

[HR@rcms-healthcare.org](mailto:HR@rcms-healthcare.org)