

FRONT OFFICE – PATIENT REPRESENTATIVE

Desert Senita Community Healthcare is seeking a Front Office Patient Representative to join our team in Arizona City. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites one in Ajo and one in Arizona City.

ESSENTIAL FUNCTIONS

The ideal candidate will have the following education and experience:

Performs patient scheduling, intake, and related functions. Also responsible for maintenance of patient medical records.

QUALIFICATIONS

The ideal candidate will also possess the following knowledge, skills, and abilities:

- Greets and checks in patients
- Demonstrated ability to communicate effectively with all levels of personnel and the public
- Needs strong computer skills/aptitude
- Ability to multi-task and pay attention to detail
- Equivalence of a high school education.
- 6 months of office experience, including experience operating desktop computer data entry applications

For questions, please contact Human Resources at HR@desertsenita.org.

To apply, complete and submit our online application and upload your cover letter and resume at www.desertsenita.org.

As a condition of employment, DSCHC employees are required to qualify for an Arizona Level One Fingerprint Clearance Card

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.