



WellSpace Health Job Opportunity Opening

Position Open: Front Desk Receptionist

Status: Full-Time, Regular

Reports To: Chief Operating Officer

Department: Medical

Salary: DOE

Location: Amador/Sacramento

Position(s): Multiple

Open Date: May 4, 2017

Closing Date: Until Filled

Contact Name: Maliha Khan

Contact Information: mkhan@wellspacehealth.org

Organization Information:

WellSpace Health is one of Sacramento's premier non-profit organizations proudly serving the homeless and underserved community of Sacramento for over 40 years. We offer professional services including: high quality primary health care; family planning; women's health including OB; immunizations; well child care and testing; diagnosis and treatment; addiction treatment; mental health counseling and pediatric dentistry.

We are a leader in integrated care, blending physical health services with our well-known addiction and mental health treatment. We also offer a range of medical products through community partnerships including our T3 Program (Triage, Transport and Treat) that reduces Emergency Room overcrowding and our Interim Care Program (ICP) that reduces medical relapse following hospital discharge. In 2010 we have opened the first pediatric dentist clinic in the Sacramento area for our community.

Summary Statement:

Provides indirect patient care in the office setting. Greets and registers patients. Verifies patient demographic and insurance information. Performs clerical duties. Meets the communication needs of the patient/family, office staff and the medical staff. Participates in performance improvement activities.

Submit resume with WellSpace Health application to the hiring manager listed above.

Please list on the front page of the application which location you are interested in applying for: AMADOR and/or SACRAMENTO.

Required Qualifications (Knowledge, Skills, Abilities, Education, Training, and Licensure):

- High School Graduate or equivalent;
- One (1) year experience in office setting or health center setting;
- Experience with billing and insurance preferred;
- Able to communicate effectively in English, both verbally and in writing;
- Bilingual in Spanish and/or Russian;
- Basic computer knowledge;
- Knowledge of medical terminology;
- Excellent interpersonal skills.

Benefits:

Successful candidate will receive regionally competitive salary, above average health benefits at reduced costs, company paid life insurance & long term disability insurance, additional voluntary retirement plan with company match and no vesting schedule requirement.

- Paid bereavement and jury duty leave.
- 10 paid holidays per year.
- 160 hours of Paid Time Off (for full-time, 40 hours a week work).
- Paid sick leave
- Flexible Spending Program.



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- Company paid malpractice insurance for all providers.
- Professional development hours offered annually.

Physical Demands and Work Environment:

The work environment is characteristic of healthcare facility environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel. The employee is also required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee must also possess hearing and speech to communicate in person and over the phone. The noise level in the work environment is usually quiet to moderately loud; incumbent must be able to focus in an environment with many distractions. Please see Description of Physical Demand for additional details.

The employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and the lack of personal care. The employee may also be exposed to bodily fluids (blood, urine) and hazardous chemicals. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position without compromising patient care.

I have read and understand the contents of this job description.

Applicant

Date

WellSpace Health is an Equal Opportunity Employer