



**Grover C. Dils Medical Center** has an immediate opening for a Full-time **Clinic Receptionist**

**Location:** Caliente Medical Clinic

**Hours:** Up to 40 hours per week. 8:30AM-5:00PM Monday-Friday

**Wage:** \$11 to \$13 per hour depending on experience

**Benefits:**

Medical, vision and dental insurance is provided.  
We are a part of the PERS retirement system.  
6 paid holidays off with 24 hours of personal time to use.  
Accrual of sick and vacation time.  
Opportunity to serve your community.

**Job Description:** Will work with the medical team to schedule patients, perform clerical duties, cash collection, and answer telephones.

**Job Essentials**

Applicant will be answering telephones, admitting patients into an electronic system, verifying patient insurance, and collecting patient payment. This position will be filled with a candidate that is capable and adaptable in duties that are assigned by the clinic manager.

**Minimum Qualifications**

- Must be high school graduate or equivalent
- Strong interpersonal, communication, and customer service skills
- Basic computer skills.
- Personal integrity, honesty and positivity.
- Ability to adhere strictly to the confidentiality codes governing patient, clinic and hospital information.
- Extreme versatility required to cope with demands made by patients, phone calls, and doctors.
- Self-motivated.
- Ability to concentrate on details.
- Dependability. Attendance is a critical part of the job.

Applications are available on line at [www.gcdmc.org](http://www.gcdmc.org), or you may pick up the application in person Monday thru Friday from 8am-4pm in our Human Resources office located in the Administration building in Caliente. **Applications must be complete and submitted to KC Lucchesi, HR Director by email: [kclucchesi@gcdmc.org](mailto:kclucchesi@gcdmc.org), by mail to: P.O. Box 1010 Caliente, NV 89008 or delivered in person.**

Questions regarding the position may be directed to Nikki Carter at 775/726-8054.

**Grover C. Dils Medical Center is an Equal Opportunity Employer.**