

Greeter for Medical Office (Full-Time Day Shifts)

West Ventura Medical Clinic affiliated with Ventura County Medical Center has an employment opportunity for a greeter to screen patients for COVID-19 symptoms prior to entry to the Clinic. We maintain a fast pace environment; offering Ambulatory Care Services in Primary Care, Specialty Care, and Urgent Care. Schedule is to be determined, but consist of 8 hour day shifts Monday - Friday. Thorough training and protective personal equipment will be provided. Candidate must be bilingual in Spanish, have excellent people skills, and outstanding communication skills. Must be reliable and dependable with a history of excellent attendance from previous employers.

Duties and Responsibilities:

- *Greeting and screening patients at the point of entry
- *Route patients to appropriate department and provide clear direction
- *Assists in front office patient care by collecting paperwork and other necessary patient information
- *Assists patients with questions and communicates with front office and back office staff
- *Ensure proper cleaning, disinfecting, and maintenance of patient lobbies and common areas
- *Operates office equipment such as: laptop, desktop, walkie-talkies, multiline extension telephones, copiers, printers
- *Maintains patient information confidential- HIPAA Compliant
- *Other duties as assigned.

Skills/Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required (Reasonable Accommodation maybe made)

- *Excellent Interpersonal Skills with a Friendly Customer Service Attitude is a MUST
- *Bilingual English/Spanish Required
- *Ability to Multi-task while following instructions and procedures.
- *Effective Problem Solving skills
- *Reliability and Team Work
- *Demonstrates Excellent Attendance
- *Outstanding Communication Skills (Listening, Verbal, Written)
- *Must abide by the Clinic's and VCMC Compliance Program and the Code of Conduct.

Education/Experience:

- *High School Diploma
- *No Experience Necessary. Experience in healthcare setting/medical office (Hospital, physician's office) Preferred.

West Ventura Medical Clinic offers competitive salary; excellent benefit package including medical, dental, vision, paid holidays, paid time off, sick time off, and matching 401K retirement plan, plus other clinic perks.

To apply please fax your resume to 805-641-5689 or e-mail your resume carol.crespo@ventura.org (please DO NOT call to inquire about job opportunities or status of resume).