



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



POSITION: Clinic Receptionist
LOCATION: Sokaogon Chippewa Health Clinic
HOURS: Full-Time – 40 hours
SUPERVISOR: Clinic Health Director

Job Summary: *The receptionist will tend to patients in person and on the phone. In addition, this position will coordinate and organize appointments and documents which will facilitate an efficient healthcare environment and support the delivery of quality patient care.*

Duties/Responsibilities:

- Greet patients, visitors, and vendors.
- Register patients and give any necessary forms to be completed for medical care purposes.
- Ensure patients' information is accurate.
- Maintain and manage patient forms and documentation.
- Answer incoming calls and inquiries in a professional manner.
- Schedule medical and dental appointments.
- Attend meetings and trainings as required
- Perform other duties assigned by the Clinic Health Director.

Qualifications:

- High school diploma or equivalent **REQUIRED.**
- Knowledge of medical and dental terminology **PREFERRED.**
- Knowledge of general administrative and clerical procedures **PREFERRED.**
- Knowledge of HIPPA regulations **PREFERRED.**
- Possess excellent verbal, written, computer and typing skills **PREFERRED.**
- Knowledge of and ability to manage Electronic Medical Records software **PREFERRED.**
- Must be willing to take on additional responsibilities as assigned.
- Must be trustworthy, dependable, and exhibit a professional demeanor.
- Possess excellent planning and organizing skills.
- Have attention to details in all tasks.
- Have excellent time management skills.
- Possess the ability to keep all information confidential.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: September 13, 2023

Closing Date: Until filled

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii