



**SOKAOGON
CHIPPEWA
COMMUNITY**
Mole Lake Band

Position:	<i>Clinic Receptionist</i>
Location:	<i>Sokaogon Chippewa Health Clinic</i>
Hours:	<i>Full-time, 40 hours per week</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>Health Clinic Director</i>

Job Summary:

The Clinic 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 and 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.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Perform other duties assigned.

Qualifications (Education, Experience, Knowledge, Skills, Abilities):

- 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: July 7, 2025

Closing Date: Until Filled