



Job Title: GISD Employee Clinic Administrative Assistant/Receptionist

Reports to: GISD Employee Clinic Manager

Exemption Status/Test: Non-Exempt

Dept. /School: GISD Employee Clinic

Date Revised: October, 2015

Primary Purpose:

Serve as health clinic receptionist and be responsible for office operations under the direction of the clinic manager.

Qualifications:

Education/Certification:

High School Diploma or GED

Must maintain current Basic Life Support Certification

Special Knowledge/Skills:

Possess appropriate clerical and/or secretarial experience

Understanding of computer functions including word processing, spreadsheet and data base

Working knowledge of basic office equipment

Understanding of medical records and related software

Strong analytical and organizational skills

Understanding of accounting procedures

Strong assessment skills along with a logical process to gather and analyze data in order to make decisions, take action or commit to specific assignments.

Possess effective communication, public relation and interpersonal skills (service-oriented personality).

Experience:

A minimum of two (2) years medical experience in community health and/or working with patients.

Major Responsibilities and Duties:

1. Schedule appointments and maintain customer database.
2. Type correspondence such as letters, memos, reports and forms.
3. Answer routine telephone inquiries regarding the clinic use and procedures.
4. Maintain general office files.
5. Order materials for office and department.
6. Monitor the various internal systems within the clinic.

7. Responsible for collecting and accounting of monies.
8. Responsible for communication concerning telephoning, faxing and maintaining medical records.
9. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged standing, walking, stooping, bending and lifting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Environment: Exposure to bacteria and communicable disease

Mental Demands: Interpret policies and procedures; demonstrate mental quickness, ability to think on feet and use common sense; maintain performance level and emotional control under pressure situations
