



## **Job Announcement: Clinic Receptionist**

The **Casper-Natrona County Health Department** is seeking a dedicated and compassionate **Disease Prevention Receptionist** to join our team. This vital role involves for a high level of customer service at all times for external/internal customers, vendors, and other visitors. This position is responsible for answering incoming telephone lines, patient scheduling, patient check-in, patient financial services and collecting payment, having a high level of knowledge of all CNCHD programs in order to assist all customers, including skill with the electronic medical record and data entry.

### **Key Responsibilities (additional information available on full job description):**

- Customer Service
- Client Scheduling and Check-in
- Client Check-Out and Out-processing
- Clinic and Programmatic Operations
- Financial Responsibilities

### **Qualifications:**

- High school graduate or equivalent
- Two years of experience in general clerical office work and/or one year certificate or two-year Associate Degree in Business/business related course work.
- Experience with electronic data tracking methods and ability to aggregate individual pieces of information
- Computer knowledge and experience, including word processing skills, basic data entry including proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Additional information available on full job description

Salary range is \$38,248 to \$39,409. Benefits include enrollment in the Wyoming Retirement System, fair compensation, Blue Cross Blue Shield insurance including vision and dental, 13 major paid holidays, paid vacation and sick leave based on monthly accrual of 8 hours per month of each, and supplemental insurances are available. This is a non-exempt position and eligible for over time compensation.

If you are passionate about making a difference in the community and improving health outcomes, we encourage you to apply. Help us build the way to a healthier community!

**To apply or learn more**, please visit <https://casperpublichealth.org/> or email: [careers@cnchd.org](mailto:careers@cnchd.org)

Join us for an exciting future as we transition into a new building to serve Natrona County.

[CasperPublicHealth.org](https://casperpublichealth.org/)

**Phone:** 307.235.9340 **Fax:** 307.237.2036 **Address:** 475 S. Spruce Street, Casper, WY 82601