



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 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, have 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
- 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: \$38,000–\$44,000.

Benefits include enrollment in the Wyoming Retirement System; Blue Cross Blue Shield insurance, including vision and dental; 13 paid holidays; paid vacation and sick leave based on a monthly accrual of 8 hours per month for each; and optional supplemental insurance coverage. This is a non-exempt position and is eligible for overtime 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

Be part of an organization entering an exciting new chapter—working in a state-of-the-art building that reflects our commitment to innovation, efficiency, and public service.

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

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