CASPER-NATRONA
COUNTY HEALTH DEPARTMENT

**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:** $45,500 - $48,000.
**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.