

JOB VACANCY

Title: **Clinic Clerk**
 Per Diem
 Out Patient Clinics, shift varies with area
 Iroquois job # 030

MINIMUM REQUIREMENTS

- High School Diploma required, with emphasis on business courses preferred.
- Experience in a busy office setting with customer exposure. (Health care field preferred.)
- Comprehension of medical terminology.
- Must possess a high level of interpersonal skills to interact with patients, patient's families, staff, Physicians and management.
- Must possess a strong work ethic, exhibit optimism and cheerfulness and promote a team effort.
- Ability to work outside the normal working hours as volume demands.
- Ability to communicate effectively and diplomatically in writing and verbally.
- Ability to work collaboratively in an ever changing environment to assure delivery of quality customer service.
- Projects a professional image in appearance and behavior.
- Must be well organized, able to set priorities and adept at handling multiple tasks simultaneously.
- Keyboarding experience and computer knowledge required. (Microsoft Word / Excel / Access Software Used)
- Ability to maintain strict confidentiality.

As per ECH Policy

Should you wish to apply for another position upgrading your present skills or a career change, you must complete an *Application for Position Change*.

Date Posted:

July 21, 2008

Time Posted:

08:00 A.M.

By:

Michelle Meachem, Director of Human Resources