

## **FRONT OFFICE – PATIENT REPRESENTATIVE**

Desert Senita Community Healthcare is seeking a Front Office Patient Representative to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites one in Ajo and one in Arizona City.

## **ESSENTIAL FUNCTIONS**

The ideal candidate will have the following education and experience:

Performs patient scheduling, intake, and related functions. Also responsible for maintenance of patient medical records.

## **QUALIFICATIONS**

The ideal candidate will also possess the following knowledge, skills, and abilities:

- Greets and checks in patients
- Demonstrated ability to communicate effectively with all levels of personnel and the public
- Needs strong computer skills/aptitude
- Ability to multi-task and pay attention to detail
- Equivalence of a high school education.
- 6 months of office experience, including experience operating desktop computer data entry applications

**For questions, please contact HR at [HR@desertsenita.org](mailto:HR@desertsenita.org).**

**To apply, email your cover letter, resume, and our Employment Application to [HR@desertsenita.org](mailto:HR@desertsenita.org).**

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.