

Medical Receptionist

Manteca, CA

Salary DOQ

Initial screening of resumes will begin on November 11, 2022

San Joaquin Health Centers (SJ Health) is a mission-driven non-profit dedicated to providing top-level service to our clients at each of our clinics. It takes a dedicated and unified team committed to our core values of Patient-Centered Care, Integrity, Excellence, Diversity, Collaboration, and Community Focus to achieve this goal. We are seeking to staff a new primary care clinic in Manteca CA.

What we need

We are seeking dedicated and compassionate Medical Receptionists to work as part of a care team to greet, register and serve patients at a busy primary care clinic. Medical Receptionists obtain insurance and related information, collect and receipt payments, explain policies and rules, maintain appointment system, remind patients of visits, and ensure the patients have a warm and positive experience while waiting for their visit. A complete job description is available.

We require: High School Diploma, GED or equivalent and Either One year as a medical receptionist gathering financial and personal information in a medical setting – OR – completion of a medical receptionist or medical assistant training program from an approved college or business school – OR - two years of general clerical experience involving heavy public contact. Prior experience in an outpatient setting is desirable as is being bilingual. We do require possession of a valid California driver's license.

What we offer

This is a full-time benefitted position. We offer a competitive salary and benefits package including health, dental, vision, and life insurance, a 403 (b) retirement plan with employer match, and generous holiday, vacation, and sick leave. Applicants must be available to work during clinic hours which are generally from 7 am to 9 pm (7 pm on Fridays) and may include Saturdays from 8-5. Clinic hours vary based on the needs of the patients of each clinic.

Other information:

Candidates who are conditionally offered employment will be required to successfully complete a background investigation which may include verification of education, license/certification, and criminal history checks, and a preemployment physical, drug screen and Tb test. In accordance with State and Federal laws we do verify your right to work and any other requirement for a clinic receiving federal grants to serve the medically underserved community.

To Apply

Submit a resume detailing your experience and education to HR@sjhealth.org

SJ Health is an Equal Opportunity Employer