



OPEN POSITION

TITLE: CLINIC RECEPTIONIST (2 Openings)
LOCATION: RICHFIELD, UT
 ST. GEORGE, UT
STATUS: FULL-TIME, NON-EXEMPT, HOURLY
BENEFITS: MEDICAL, DENTAL, VISION, LIFE, LTD, PTO & 401K MATCH
PAY: DOE
CLOSE: ONCE FILLED

JOB SUMMARY

Works as member of care team charged with all phases of receptionist work including scheduling patients, welcoming patients into the health center, obtaining and maintaining patient records, collecting fees, issuing prior authorization numbers, help patients with Medicaid application and assisting the care team as needed.

REQUIREMENTS

Education & Experience:

- High School Diploma, GED equivalent or higher.
- Two (2) years of prior clinical receptionist experience preferred.

License & Certifications:

- Valid Utah Driver’s License and maintain thereafter.
- First Aid, CPR and BLS Certified (Red Cross or American Heath Association) within 3 months of and maintain thereafter.

General Requirements:

- Must be insurable through the Tribe’s vehicle insurance.
- Must pass a criminal and fingerprint background check according to P.L. 101-630 standards.
- Must pass a pre-employment alcohol/drug screening.

HOW TO APPLY

Application is available via link (<https://bit.ly/2yX9YxA>) or can be obtained online at www.utahpaiutes.org/employment. Please submit your completed application with the following attachments: resume, a copy of your Driver’s License and any additional degrees, certificates, licenses required in the announcement. to: Fax: 435.238.4987 or ATTN: HR Manager, 440 N Paiute Dr., Cedar City, UT 84721.

Cedar City
440 North Paiute Dr.
435.867.1520

Richfield
440 South Main St.
435.893.6800

Kanosh
157 North Reservation Dr.
435.759.2610

St. George
1449 N 1400 W Unit 19
435.688.7572

Shivwits Ivins
6109 West 3700 North
435.688.7572

