



# Modoc Medical Center

## JOB ANNOUNCEMENT

**Final Filing Date:**

Open Until Filled

**Office Worker/Receptionist**

**(Extra)**

MMC Clinic

**Wage Rate:**

Dependent on Experience

**\$16.95-25.64 per hour**

Modoc Medical Center is accepting applications for an Extra, non-benefit eligible Office Worker/Receptionist. This position will be at the MMC Clinic. Applicant must be detail oriented and demonstrate competency in the following areas:

- Always demonstrates professional behavior, both when on duty and as a representative of the hospital outside of normal work hours.
- Always demonstrates a positive working relationship with patients, visitors and facility staff. Respectful to managers, supervisors and coworkers.
- Demonstrates organizational ability and time management.
- Demonstrates the ability to compile and organize data using Microsoft Office applications. Ability to make appropriate recommendations or conclusions, given the data obtained.
- Communicates appropriately, respectfully and clearly to directors, managers, and coworkers.
- Answers phone calls, assists public and forwards appropriately if necessary in a professional and friendly manner.
- Demonstrates the ability to be flexible, organized and function under stressful situations.
- Performs other duties, as requested.

Qualifications & Job Requirements (but not limited to):

- High school diploma or GED
- 2-5 years' experience in healthcare setting preferred
- Proficiency in Microsoft Office applications
- Ability to work with others, at all levels within the organization, and collaborate effectively
- Above-average interpersonal, problem-solving, and written and oral communication skills
- Must be a team player to all departments, confidential of sensitive data, respectful of all other staff members, considerate of other people's time, and accountable for work output

**Application Process:**

Apply on-line at [www.modocmedicalcenter.org](http://www.modocmedicalcenter.org)  
Modoc Medical Center - Human Resource Department  
P.O. Box 190 – Alturas, CA 96101