

The background image shows the exterior of the Modoc Medical Center building on the left, featuring a sign for the 'EMERGENCY MAIN ENTRANCE'. On the right, a white ambulance is parked. The text 'MODOC MEDICAL CENTER' is written in a large, stylized, orange and blue font across the top. Below it, 'Job Announcement' is written in a bold, white font with a blue outline.

# MODOC MEDICAL CENTER

## Job Announcement

Join a Team That Lifts You Up. Live a Life That Fulfills You. Discover What Modoc County Has to Offer.

## RECEPTIONIST

Full-Time | On-site

Wage: \$18.86-\$27.46/hr | Dependent on Experience

Modoc Medical Center (MMC) is accepting applications for a Full-Time Receptionist at Mountain View Skilled Nursing Facility (MVSNF) in Alturas, CA. This role is the first point of contact for patients, families, and visitors, providing a welcoming presence while managing calls and supporting staff. The Receptionist helps coordinate patient flow, ensures confidentiality, and contributes to a positive experience for all who enter the facility. This position plays a key role in supporting daily operations and creating a positive, professional environment for residents, families, and staff. It's an opportunity to combine customer service with healthcare support in a team-focused environment.

### Responsibilities

- Greet and direct patients, families, visitors, and providers in a professional manner
- Answer and route incoming calls through the MVSNF phone system
- Support staff with clerical tasks, chart preparation, and supply stocking
- Assist with admissions, discharges, and maintaining accurate resident records
- Promote confidentiality, service excellence, and a respectful environment

### Qualifications

- High school diploma required
- 2–5 years of office or healthcare setting experience preferred
- Proficiency in Microsoft Office and phone systems
- Strong communication, organizational, and customer-service skills
- Ability to work collaboratively, handle sensitive information, and remain flexible

### Benefits

- Relocation Assistance up to \$5,000 for eligible applicants
- Comprehensive Insurance Package: Medical, Dental, Vision, Life & AD&D
- Retirement: 457(b) plan with employer match & LIUNA Pension
- Work-Life Perks: PTO, EAP, longevity bonuses, & uniform allowance
- Education & Discounts: Tuition assistance + free care for employee/dependents after insurance

**Apply Online at [www.modocmedicalcenter.org](http://www.modocmedicalcenter.org)**

Modoc Medical Center Human Resources Department  
P.O. Box 190 • Alturas, CA 96101