

The background image shows the Modoc Medical Center building on the left with a sign for 'EMERGENCY MAIN ENTRANCE' and a white ambulance on the right. 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, blue font with a white 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.

OFFICE WORKER/RECEPTIONIST

Full-Time | Day Shift | On-site

Wage: \$20.30-\$29.61/hr | Dependent on Experience

Modoc Medical Center (MMC) is accepting applications for a Full-Time, benefit-eligible Office Worker/Receptionist at our Canby Clinic. This position provides administrative and reception support to clinic staff while ensuring professional, efficient, and friendly service to patients and visitors. The role requires strong organizational skills, attention to detail, and the ability to work collaboratively in a busy clinical setting. Flexibility, professionalism, and excellent communication are essential for success in this role.

Responsibilities

- Greet and assist patients, visitors, and staff in a professional and friendly manner
- Answer and route phone calls promptly and courteously
- Provide clerical support, including scheduling, data entry, and filing
- Assist with Microsoft Office-based projects and data organization
- Coordinate with clinic staff to support smooth daily operations
- Maintain confidentiality and professionalism at all times
- Adapt quickly to changing clinic needs and priorities

Qualifications

- High school diploma or GED
- 2–5 years' experience in a healthcare setting preferred
- Proficiency with Microsoft Office applications
- Strong communication, organization, and problem-solving skills
- Team-oriented, dependable, and able to work effectively with all levels of staff

Benefits (Full-time positions)

- 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

Modoc Medical Center Human Resources Department
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