

- ✓ Other duties as assigned (non-essential)

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- ✓ Preferred college degree
 - ✓ Minimum 2 -3 years experience in customer service, preferably in the medical field
 - ✓ Preferred experience with NextGen software
 - ✓ Demonstrates excellent interpersonal skills with people of all social levels and cultures and the ability to manage patients and families with discretion under conditions of stress
 - ✓ Demonstrates a sense of maturity that enables a positive and effective handling of any operational situation
 - ✓ Quickly make accurate decisions that result in a positive outcome
 - ✓ Possess a strong work initiative while handling multiple tasks
 - ✓ Ability to communicate (orally and in writing) in a professional manner
 - ✓ Prefer bi-lingual, Spanish or Somali
 - ✓ Ability to work in conjunction with other employees and business associates
 - ✓ Ability to maintain an established work schedule to ensure dependability, accuracy of work quality, and a harmonious, consistent work environment
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If you are qualified and interested in this position please email your resume to
jwoodard@hofhc.org