



## **EMPLOYMENT OPPORTUNITY**

### **Available Immediately**

**Job Title:** Clinic Intake Specialist-Spanish Interpreter  
**Job Status:** Full-Time Permanent, Exempt  
**Salary:** Mid-20's with Benefits

#### **Position Description:**

The Clinic Intake Specialist's primary responsibilities are to answer phones, provide information and referrals, schedule appointments and assist patients with clinic check-in and cashiering process and other general needs. Other responsibilities include: providing assistance to financial staff with insurance verification, maintaining patient data files, filing medical records, monitoring clinic conditions, interpreting for Spanish speaking clients during their gynecological and abortion services (on a set rotation), and performing administrative duties and projects as assigned by supervisor or Executive Director.

#### **Key Job Responsibilities:**

- Answer multi-line phones, provide information and schedule appointments in an orderly and professional manner.
- Assist patients with clinic check-in process and other general needs.
- Provide assistance to financial staff through insurance verification.
- Maintain patient data files, comply with requests for release of information in a timely fashion, and file medical charts in a timely, accurate manner.
- Perform daily administrative duties such as typing schedules, photocopying, mail distribution etc.
- Monitor clinic conditions, atmosphere and security and report issues as appropriate.
- Interpret information for Spanish speaking clients during their gynecological and abortion services in a professional and respectful manner (this will be done on a set rotation).
- Cashiering patients for services received at the clinic.
- Opening and closing the clinic on a rotation basis. Saturday shifts also required on a rotation basis.
- Perform additional projects and other duties as assigned by supervisor or Executive Director.

#### **Qualifications:**

- Excellent customer service skills required.
- Good organizational and problem solving skills; ability to maintain professionalism under pressure.
- Willingness to be flexible in schedule and tasks, maintaining a positive and task-oriented attitude.
- Committed to high standards, follow-through, and accuracy in all work areas.
- Basic computer experience and skills desired (proficiency in Microsoft Word, Excel required).
- Previous medical or social service experience preferred, but not required.
- Fluent Spanish and English speaking and communication skills required.**

Midwest Health Center for Women is a non-profit clinic that provides quality health care services for women including gynecological services, birth control and family planning, STD testing and treatment, abortion services and option counseling services. Midwest Health Center for Women advocates and promotes reproductive freedom and healthy sexuality and is dedicated to the belief that reproductive choices for women are vital for their health and well-being.

This position will be filled as soon as possible. Interested candidates should submit a cover letter and resume by January 15<sup>th</sup>, 2010 to: Administrative Manager, Midwest Health Center for Women, 33 South Fifth Street, Fourth Floor, Minneapolis, MN 55402. E-mailed applications will be accepted at [admin@midwesthealthcenter.org](mailto:admin@midwesthealthcenter.org). If E-mailing, please indicate Job Title in the Subject line. Midwest Health Center for Women is an affirmative action, equal-opportunity employer.