



FEATHER RIVER TRIBAL HEALTH, INC.

Sponsoring Tribes: Berry Creek Rancheria, Mooretown Rancheria & Enterprise Rancheria

OROVILLE CLINIC
2145 5th Avenue
Oroville CA 95965
(530) 534-5394

YUBA CITY CLINIC
555 West Onstott Road
Yuba City CA 95993
(530) 751-8454

JOB ANNOUNCEMENT

Our organization is pleased to announce the following job opening. Contact our Administration department at 2145 5th Avenue for a job description and application (completed application is required). For additional information call the Personnel Department at: (530) 534-5394 ext. 259. <http://www.frth.org/jobs>

JOB TITLE: **Lobby Receptionist**

SUMMARY: As part of the Administration team, this position serves as the initial contact with the agency; reinforces the agency's image by creating a pleasant and positive encounter. Greets patients and visitors and directs them to needed services. Responsible for answering multiple phone lines, directing calls to various departments, processing mail, and performing duties as assigned by supervisor.

QUALIFICATIONS:

1. Must convey a pleasant and positive attitude.
2. Experience in answering multiple phone lines preferred.
3. Ability to work in fast paced environment.
4. High school diploma or GED.
5. Minimum of one (1) year experience in answering multiple phone lines.
6. Computer experience necessary with working knowledge of Microsoft Office.

DEPARTMENT: Administration

LOCATION: Oroville Clinic

GRADE LEVEL: 4

DATE POSTED: 03/09/2018

CLOSING DATE: 03/16/2018

PLEASE NOTE: Indian Preference applies if proof is attached to your application.