

EMPLOYER INFORMATION

COMPANY NAME

Community Council of Idaho
2100 Alan St. Suite 2, Idaho Falls
(208) 252-2083

EMPLOYMENT OPPORTUNITY CONTACT PERSON

Email Arnold Cantu at acantu@ccimail.org

POSITION INFORMATION

POSITION NAME

Medical Receptionist

The CLINIC - Medical Receptionist position serves as the first point of contact for patients, scheduling appointments, checking in patients, processing payments, and providing excellent customer service in a clinic setting. The role supports healthcare providers with administrative tasks, maintains patient confidentiality, and ensures compliance with HIPAA and other healthcare regulations. Candidates must be bilingual in English and Spanish, have clerical experience, and be able to work efficiently in a fast-paced environment.

MINIMUM QUALIFICATIONS

Required

- High School Diploma or GED
- Ability to read, speak, and write in both English/Spanish in a business setting.
- One-year clerical experience
- Current driver's license and proof of auto insurance
- Must pass a background check.
- Ability to operate standard office equipment and be proficient in Microsoft Office applications.
- Evidence of no communicable disease

Preferred

- Three years' clerical experience
- Current First Aid and CPR certification
- Experience with Electronic Medical Records (EMR) AND Practice Management Systems

SALARY/ WAGE RANGE

\$15.50/ hour

EMPLOYMENT TYPE

Full-Time

CLOSING DATE

09/30/2026

APPLICATION INFORMATION**APPLICATION INSTRUCTIONS**

Click the following link:

<https://www.paycomonline.net/v4/ats/web.php/portal/2320EFF4A67F4483446063C86F25938E/jobs/196356>

ADDITIONAL INFORMATION

None