



Med Clinic Receptionist

Kalamazoo Community Mental Health and Substance Abuse Services is seeking a **Receptionist** to provide comprehensive support to the Psychiatric Services Department. The qualified candidate will register patients, maintain schedules, answer phones, greet customers and maintain patient flow in this busy psychiatric clinic. Experience in developing and maintaining tracking mechanisms, maintaining department documentation and records in an orderly fashion, and de-escalation skills is required along with advanced computer skills, including word processing, spreadsheets, database management, and e-mail. A High School Diploma or GED, and a minimum of one year comprehensive medical office experience are required.

We offer competitive compensation and fringe benefits, including medical, vision and dental insurance; 10 paid holidays, generous paid time off plan, continuing education, retirement plan and a 457b plan.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed.

Physical Requirements / Working Conditions:

Physical Efforts – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

Working Conditions – Office environment with noise from computers, copy machine, and telephones. Use of video display terminal (VDT) for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing VDT. May be exposed to bloodborne pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required.

Apply online at www.kazoocmh.org/careers