



# IAMACF Free Community Health Clinic

2645 W. Peterson Avenue, Chicago, IL 60659 - Website: [www.iamacf.org](http://www.iamacf.org) - Tel. (773) 275-8630

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## **Immediate opening for a part-time Front Desk Receptionist**

<b><u>Job title:</u></b>	<b>Front Desk Receptionist</b>
<b><u>Reports to:</u></b>	<b>Clinic Coordinator and/or Executive Director</b>
<b><u>Salary:</u></b>	<b>\$15.00 - \$18.00 /hr (<i>commensurate w/experience</i>)</b>
<b><u>Hours:</u></b>	<b>Saturdays and/or Sundays: 9am – 3pm and every 4<sup>th</sup> Thursday from 12pm – 5pm</b>
<b><u>Location:</u></b>	<b>IAMACF Clinic at 2645 W. Peterson Ave., Chicago, IL 60659</b>

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### About the Clinic

The Indian American Medical Association Charitable Foundation (IAMACF) Free Health Clinic has been serving Chicago's North side communities for over twenty years. It strives to ensure that all people have access to high-quality, culturally-sensitive healthcare by providing free services, including: primary care health care, limited pharmacy and blood lab services to under-served populations who have no health insurance.

### About the Position

The Front Desk Receptionist is responsible for checking-in/registering patients, making appointments, answering phone calls/emails, assisting the Clinic Coordinator to insure smooth clinic operations on clinic days.

### Key responsibilities & duties

- Checking-in and registering patients, scheduling appointments for medical visits and follow-ups.
- Monitoring and controlling the flow of patient exams in coordination with medical students and physicians.
- Assisting with coordinating the clinic calendar including patient appointments for specialty clinics/events.
- Assisting with training and coordinating volunteers on clinic operation days.
- Monitoring clinic/exam room supplies and restock the clinic/exam room supplies.
- Monitoring and/or answer the telephone, emails, and fax correspondences.
- Assisting with language translation/interpretation as needed with patients.
- Assisting Clinic Coordinator with maintaining monthly client census/patient reports.
- Helping monitor and maintain IAMACF Clinic website info and Social Media communications.
- Other administrative duties as assigned by Clinic Coordinator and/or Executive Director.

### Certifications, Experience and other Requirements

- HIPPA certification (preferred)
- Prior working experience in an administrative or front desk receptionist in a medical setting is preferred
- Ability to work during the weekend is required
- South Asian language fluency in Hindi is required (*and fluency in Gujarati/Urdu is a plus*)
- Working experience of the computer and software (*MS Office*) and Internet is required
- Experience with Electronic Medical Records (EMR) systems such as Practice Fusion is a plus

**QUALIFICATIONS:** Candidate must have good verbal and written skills. Working experience of underserved immigrant/refugee/asylee populations is a plus. Interested Candidates may apply by submitting a Resume and three (3) Professional References to the attention of the Executive Director to the following address: [iamacfillinois@gmail.com](mailto:iamacfillinois@gmail.com) No phone calls, please.

**Special Requirement for selected candidate:** Passing a criminal background check is a requirement.

COVID-19 considerations may be in effect: IAMACF follows recommended safety protocols in all of its interview and onsite employment processes, including the use of Personal Protective Equipment (PPE) and other safety procedures as may be required by local/state/federal government.