

Telephone Operator #2017-45 (STROUD) The primary purpose of this position is to direct the communications of the Sac and Fox Nation Tribal Health System and serve as the contact person to receive and provide general information to patients. This position is located in the Black Hawk Health Center. Incumbent reports to the Registration and Benefits Manager. must be a high school graduate or GED equivalent and have one (1) year of medical office/clerical experience in a health care setting. Excellent oral and written communication skills, good public relation skills, and display professionalism. Prefer prior experience with the IHS RPMS computer system is beneficial but not required. will need to be pleasant, courteous, tactful attitude and able to withstand repeated interruptions, while maintaining composure and using good judgment. Skill in the practical use of electronic systems to provide general clerical office support, proficient at typing and exhibit excellent communication skills, both oral and written. Knowledge of interview techniques, policies and procedures to be able to refer inquiries to appropriate personnel. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**