

## JOB OPENING ANNOUNCEMENT

**Job Title:** Door Monitor

**Report To:** Medical Clinic Manager/RN

**Department:** Medical Clinic

**Job Vacancy:** YAN-21-026

**Status:** Full-time; Temporary

**Starting Wage:** DOE

**Opening Date:** 03/29/2021

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The Door Monitor is responsible for greeting guests at the front door and performing clinic safety protocols prior to patient entry, exit, and address patient inquiries.

### **QUALIFICATIONS:**

- High School Diploma or GED preferred.
- Must have good verbal and writing skills.
- Basic clerical skills required, pc skills a plus.
- Knowledge of general office automation, practices and procedures in order to store and retrieve general medical records data; typing proficiency required and/or computer keyboarding for performance of general office support work.
- Must be organized and detail oriented.

### **DUTIES AND RESPONSIBILITIES:**

- Greet all patients, staff with courtesy, provide visitors with all directions, and provide all information regarding pertinent information relating to their visit to the health center.
- Maintain and perform all housekeeping duties and ensure optimal safety standards relating to the front door entrance and reception areas.
- Manage all communication with patients and refer complex issues to the appropriate staff members or manager, ensure a safe working area for all staff and patients.
- Adhere to strict HIPAA policies on maintaining confidentiality and privacy of call cases, contacts, and information. Signed confidentiality agreements will be required.
- Adhere to the clinic's Safety Protocol Plan and ensure that the plan is in place regarding all persons entering the front doors of the health center.
- Perform all other duties assigned.

### **Physical Requirements**

The employer must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; hand or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:  
Yavapai-Apache Nation / Human Resources  
2400 W. Datsi / Camp Verde, AZ 86322  
P: 928-567-1062 / Fax: 928-567-1064  
[www.yavapai-apache.org](http://www.yavapai-apache.org)**

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

