



Job Description

Job Title: Front Office Assistant
Date Last Revised: June 2026
Reports to: Front Office Coordinator
FLSA Status: PT hourly, Non-Exempt (24 hours/week)

TO APPLY: Please submit a resume and cover letter to avery@genesisch.org. In the cover letter, please include what most interests you regarding working at Genesis, how you believe you'd be a good fit for the position, and what a mature and growing personal relationship with Jesus Christ means to you.

Job Summary

The Front Office Assistant is responsible for coordinating administrative components of Genesis Community Clinic in collaboration with the Front Office Coordinator and volunteers.

Duties and Responsibilities

Reception – Provide public “face” of organization to guests, volunteers, and patients

- Cheerfully provide frontend greeting and phone reception
- Receive and sort mail
- Assist clients/patients as needed with questions or direct them to the appropriate staff person
- Check medical, dental, and counseling patients in and out for appts.

Medical clinic collaboration—Collaborate with clinic staff regarding appropriate front office duties

- Accurately record, organize, update and store patient information in the EMR system, with specific emphasis on HIPAA compliance
- Schedule, confirm, and maintain patient appointments
- Manage outgoing and incoming patient records and referrals
- Assist in the refill process with patient medications as needed
- Train front office volunteers

Other Duties as Assigned

Minimum Qualifications

- A committed Christian, demonstrating a growing personal relationship with Jesus Christ.

- High School Diploma or equivalent
- Prior experience in the medical field or academic knowledge of clinic practices
- Ability to stay highly organized and accurate in a fast-paced environment
- Adaptable and a team player
- Proficiency in standard Microsoft Office applications, such as MS Outlook, MS Word and Excel.
- Ability to learn and use multiple patient information management systems
- Ability to maintain client confidentiality and follow strict federal regulations

Superior Qualifications

- Bilingual in Spanish
- Proficiency using EMRs, specifically athenaClinicals
- Experience managing the physical plant of a facility
- Fluency in Medical Terminology
- College degree or vocational certificate in health-related field

Working Conditions and Physical Demands

- Ability to sit, stand, bend and stoop for periods of time
- Ability to exert up to 50 pounds of force occasionally
- Ability to work in a fast-paced environment
- Ability to respond to emergency/crisis situations
- Exposure to noise
- Potential exposure to blood and/or body fluids