



Quality, Accessible, and Comprehensive
Mental Health Care

✓ APPLY NOW

NOW HIRING! IMMEDIATE OPENING!
Patient Services Representative
Full-time position with benefits!

Summary of position: Attend to patients and visitors in person and on the phone according to established protocols. Answer inquiries and provide information regarding services provided by Vera French. Facilitate the smooth running of the healthcare environment and support the delivery of quality patient care. Duties involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment.

Qualifications/Requirements: High School Diploma/GED, 2 years office experience required, Medical Office preferred, Computer knowledge required. MS office applications, NextGen a plus, Customer Service (including switchboard and phone) experience required, Advanced spreadsheet and word processing skills (MS Office) preferred, Excellent public relations skills required

Join Our Team!

*We offer a competitive salary and benefit package including Group Health, Dental and Vision Insurance, Life Insurance, 401(k) with employer matching contribution, AFLAC, Holiday/Vacation/Sick Time and many opportunities for CEU's.
Hiring incentives available for some positions!*

Send cover letter and resume to:

Human Resources
Vera French Community Mental Health Center
1441 W. Central Park Avenue
Davenport, IA 52804
563-888-6231
Fax: 563-324-4368
e-mail: HR@verafrenchmhc.org

Vera French CMHC is an Equal Opportunity Employer.

We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings