



Posted Position Title: Spanish-Speaking Receptionist

Internal position title- Patient Care Coordinator

New position starts: ASAP

Come join our energetic group and help provide good vision to your community at Rainier Eye! With one year in business, Rainier Eye is growing and needs an additional team member. We prioritize independently-made products, local services, and staff who live in the area. Our clinic environment reflects our love of Northwest nature. We are dedicated to creating a professional and inviting space, providing the care we would like to receive, and connecting with the community.

This role is suited well to someone who likes interacting with all ages of people, is interested in providing excellent patient-focused service, has an eye for detail, and wants to work as part of a closely-integrated team. You will spend your day greeting patients, answering phone calls, scheduling appointments using electronic health records, using pretesting equipment to capture measurements and images that the doctor will use during the exam, and preparing rooms for the next patient. Additional time may be spent helping teach a patient how to insert contact lenses and restocking exam room supplies. This position has opportunities for growth with learning additional medical testing and assisting duties.

This entry level position is well-suited to someone who likes to learn and can fluently converse in Spanish. No experience is required. We are looking for the right personality to fit our patient-focused compassionate team and hope you will apply to join us at Rainier Eye!

- 4 days per week with option of 5
- No experience required
- Conversational Spanish preferred

#### **Salary & Benefits**

- Compensation negotiable depending upon experience, \$18.00/hr-\$22.50/hr
- Scrub (uniform) allowance of \$150 per year (reimbursable after 90 days of employment)
- Medical Insurance offered after 90 days of employment
- Free vision care for employee and immediate household
- Free pair of eyewear annually after 90 days of employment
- Simple IRA with 3% match beginning with 90 days of employment
- PTO accrual at 0.025/hr for the first year with annual increase
- Fun staff and family events like holiday parties, summer BBQ, community involvement, and other social events for the team