



Urgent Care Receptionist for Moab Regional Health Center (Part-time)

Moab Regional Health Center is seeking qualified candidates to fill one part-time position for Urgent Care reception within the Urgent Care. The Urgent Care Receptionist is responsible for capturing complete and accurate patient information at the time of patient registration, co-pay collection, communication regarding insurance, and other tasks. Often, this will occur in hectic situations, where calmness, compassion, an ability to multi-task, and accuracy are of the utmost importance. Our ideal candidate for this position is personable and warm, has excellent phone and customer service skills, and produces highly accurate work with an above-average attention to detail and a consistently positive attitude. Must have excellent attendance rates. This is a part-time, year-round position. The day/hours are Saturdays 12:30pm – 10pm, Sundays 10:30am-5pm, and Mondays 3:30pm-10pm.

What makes Moab Regional Hospital a great place to work?

- Year Round Employment
- Job Security
- Predictable Schedules
- Collaborative and Supportive Workplace
- Professional Growth Opportunities

Our people make the difference. We promote from within and support our staff as they build careers in healthcare and related fields. Our team works closely together to provide care in a fast-paced work environment while maintaining a positive work-life balance. With reliable schedules and year-round employment, you can enjoy steady work and still have time to enjoy all that the Moab area has to offer.

Minimum Qualifications

- High School Diploma or equivalent
- Excellent customer service and communication skills, including oral, written, and listening via telephone and in-person
- Clerical skills and experience with computers
- Ability to work in a confidential manner
- Comfortable in a professional work environment
- Must enjoy working as part of a team
- Must be reliable, punctual, and emotionally mature
- Must be open to other duties as assigned

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Moab Regional Hospital is proud to be a Drug Free Workplace and EOE.

How to Apply

Interested individuals should email their resume to jobs@mrhmoab.org.

All positions subject to close without notice. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and/or protected veteran status.