

VERA FRENCH COMMUNITY MENTAL HEALTH CENTER  
NOW HIRING! IMMEDIATE OPENING!

# Patient Services Representative

## 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. Two 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, AD&D, LTpD
- 401(k) with employer matching contribution
- AFLAC
- Holiday/Vacation/Sick Time
- Opportunities for CEU's

## WHAT IS VERA FRENCH COMMUNITY MENTAL HEALTH CENTER?

Since 1967, Vera French Community Mental Health Center has been **providing quality, accessible, and comprehensive mental health care** to all in this community. We serve over 10,000 clients each year through numerous programs and services for children and adults. We are one of the largest community mental health centers in the State of Iowa.

INTERESTED IN APPLYING?  
**SEND COVER LETTER  
AND RESUME TO:**

**Human Resources  
Vera French Community  
Mental Health Center**  
1441 W. Central Park Ave.  
Davenport, IA 52804  
563-324-4368 (Fax)  
HR@verafrenchmhc.org

**Vera French Community Mental Health Center  
is an Equal Opportunity Employer.**

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