



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**

**9940 N County Highway K
Hayward, Wisconsin 54843**

**Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740**

Position Description

Position: Greeter 2 positions available

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am-4:30pm (20 hours a week as agreed)

Salary Range: \$11.00 per hour

Posting Date: May 7, 2025

Closing Date: May 21, 2025

Summary:

The Health Center Greeter plays a vital role in creating a welcoming, professional, and efficient environment. This position ensures all guests are greeted promptly, guided appropriately, and provided with the information or assistance they need. The Greeter supports overall clinic operations through collaboration with front desk staff and clinical teams.

Qualifications:

1. High school diploma or GED required.
2. Previous customer service work preferred.
3. Strong communication and interpersonal skills.
4. Friendly, calm, and professional demeanor.
5. Ability to multitask in a fast-paced environment.
6. Basic computer and data entry skills preferred.
7. Must be able to pass a background check.
8. Must be able to pass pre-employment and random drug testing.
9. Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

Working Conditions:

- Standing or sitting for long periods
- Possible exposure to ill patients
- Requires wearing personal protective equipment (PPE) as needed

Major Duties and Responsibilities:

1. Warmly greet patients, families, and visitors upon arrival.
2. Walk patient to the appropriate waiting area for their clinical needs.
3. Provide general information about clinic services, facilities, and policies.
4. Monitor lobby and waiting areas to ensure cleanliness, comfort, and patient flow.
5. Support infection control protocols, such as mask distribution, or hand sanitization if needed.
6. Maintain a courteous and professional demeanor at all times.
7. Maintaining confidentiality of sensitive information and discretion in handling tasks. Follow HIPAA.

Supervision and Guidance:

The Greeter will work under the direct supervision of the Quality Assurance Manager with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any Stated Qualifications

Three (3) Current Letters of Recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources

9940 N County Hwy K
Hayward, Wisconsin 54843
715-638-5132
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

04/22/2025