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Winfield, KS 67156
Phone: (620) 221-1430
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City-Cowley County
Health Department

115 E. Radio Lane
Arkansas City, KS 67005
Phone: (620) 442-3260
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Part-Time Office Assistant Position

About the Role

Join our Health Department to create a welcoming experience for all visitors. In this part-time office assistant role (2-3 weekdays), you'll greet patients and clients, manage front desk operations, and help our clinic team deliver excellent care.

Job Description & Responsibilities

The Office Assistant (OA) will work in a team to manage the clinical setting and ensure positive patient/client experiences.

- Welcome patients and clients and manage check-ins.
- Answer incoming calls promptly and professionally, directing them to the appropriate staff or department.
- Respond to basic patient/client inquiries and provide accurate information about services and policies.
- Schedule appointments.
- Interact effectively with individuals and families from diverse backgrounds.
- Verify and update patient/client information in electronic records.
- Prepare patient files.
- Collect health insurance information and payment.
- Maintain compliance with program and department requirements.
- Travel to alternate Health Department location (Ark City/Winfield) during staffing shortages.
- Maintain a tidy and organized front desk waiting area.
- Complete other tasks as assigned.

Qualifications

- Access to adequate transportation
- Valid Kansas Driver's License
- Basic computer skills and familiarity with Microsoft Office Programs (i.e., Word, Excel, PowerPoint, etc.)
- Effective oral and written communication skills
- Experience in customer service and/or medical setting
- Strong interpersonal skills and compassion for families
- Excellent time management skills
- Ability to adapt to a changing environment and handle multiple priorities

Why You'll Love the Role

- Enjoy a consistent, reliable schedule.
- Experience variety in your work while maintaining a structured, manageable routine.
- Gain hands-on experience in healthcare administration and clinic operations.
- Be a part of a mission-driven team that makes a positive impact locally.

[Apply Here](#): *Applications must be submitted by 12:00 PM (noon) on September 5, 2025.*