

## Secretary

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Company: Dialysis Clinic, Inc.

Location: Dulce

Category: other-general

### Overview

**Dialysis Clinic, Inc.** is recruiting top talent interested in supporting our nonprofit mission to prioritize individualized care for patients facing chronic kidney disease. Our mission states “the care of the patient is our reason for existence,” and our dedicated team embodies our sole purpose during every patient interaction. We seek motivated, compassionate individuals to provide top-notch patient care and offer paid training, competitive pay, outstanding benefits, Sundays off and a strong culture. Join DCI today to build relationships and gain fulfillment serving individuals in our comfortable clinical setting with a lower caregiver-to-patient ratio than other providers.

The **secretary** provides administrative support to the clinic staff, greets and assists patients with their appointments, and ensures the patients' charts are in order in accordance with Medicare and company policies and procedures.

**Schedule** Part-time, 30 hours/week with full benefits; shifts starting at 6:00am

**Compensation** : Pay range depending on

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