



## HARLINGEN

**Advanced Dental Associates**  
**Dental Front Desk Receptionist**  
**WORKINTEXAS Job Posting # 16801914**  
**Salary: \$9.00/HR**

Responsible for answering phones. Responsible for checking patients in and out. Responsible for collecting payment. Confirming eligibility with insurance companies, processing insurance and working with patients to understand fees and insurance. Balancing finances at the end of the day. Working overdue hygiene lists and filling schedule openings.

**Oro Valle**  
**Salesperson**  
**WORKINTEXAS Job Posting # 16719392**  
**Salary: Based on Experience**

Greet customers. Help customers find items in the store. Check for stock at other branches or order requested stock for customers. Provide customers with information about items. Ring up purchases. Elevate complaints to management. Keep track of inventory.

**Advanced Call Center Technologies**  
**Trainer - Call Center**  
**WORKINTEXAS Job Posting # 16798847**  
**Salary: \$19.00/HR**

Delivers training on program content, product information, and company and client expectations to students in a classroom environment. Facilitate training programs according to company and client guidelines. Prepares and sets up classroom. Prepares training course materials for each class and maintains instruction manuals. Develops and implements job aids for trainees. Track and report upon the progress of the training class. Identifies at-risk employees and implements an individual coaching plan for success. Maintain class roster, attrition reports and weekly productivity reports. Provide well-prepared employees who know and understand the program, client, products, policies and productivity expectations. Provides call floor support during employee transition from training to production environment.

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### **Mesquite Treatment Center**

#### **Medical Records Clerk**

**WORKINTEXAS Job Posting # 16800212**

**Salary: \$13.00/HR**

Ensuring that the medical records are organized, accurate and complete. Creating digital copies of paperwork and storing the records electronically. Filing the paperwork and reports of inpatients quickly and accurately. Safeguarding patient records and ensuring that everyone complies with the HIPAA standards. Transferring data into the facility main system database. Processing the records for admitting and discharging patients. Strong data entry skills. Excellent verbal and written communication skills. Advanced organization skills. Attention to detail to ensure accuracy. Familiarity with medical terminology. Basic computer skills to scan, organize and access electronic health records. Good time management skills. Excellent problem-solving skills.

### **Joli's Orthopedic Shoes & Medical Supplies**

#### **Shoe Technician Fitter**

**WORKINTEXAS Job Posting # 16795454**

**Salary: Based on Experience**

Will be greeting and calling customers on the phone. Will be entering payments into the computer. Will focus on sales work and fitting customers with orthopedic shoes. Will work directly with patients to evaluate their needs, formulate a treatment plan, and provide follow-up care to assure the overall welfare of the patient. Will be relied upon to provide insight and feedback as to the overall fitting of the shoes.