

# NUESTRA CLINICA DEL VALLE, INC.

ADMINISTRATIVE OFFICES  
P.O. BOX 1689 PHARR, TEXAS 78577  
956-787-8915

## EMPLOYMENT OPPORTUNITY – 9/17/2021

**JOB TITLE:** RMA/OFFICE CLERK  
**WORKSITE:** San Juan Clinic/Central Office  
**DEADLINE:** UNTIL FILLED

### MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED.  
Current MA certification/registry required.  
Computer literate.  
Clerical experience.  
Good organizational skills.  
Bilingual (English/Spanish) communication skills.

For additional information, contact the HR Department.

**NCDV is an Equal Opportunity Employer and Provider.**

1518 E. Santa Rosa Ave.  
Edcouch, TX 78538  
956-262-1363

1500 First Street  
Mercedes, TX 78570  
956-565-3191

611 N. Bryan Rd.  
Mission, TX 78572  
956-580-3303

105 South 10th Street  
Donna, TX 78537  
956-464-5809

801 W. 1st Street  
San Juan, TX 78589  
956-787-0787

201 S. Los Ebanos  
Alton, TX 78574  
956-519-1800

300 N. 86<sup>th</sup> St.  
San Carlos, TX 78539  
956-287-8850

600 N. Garza, Suite A  
RGC. Tex. 78582  
956-487-0346

2891 E. Grant St.  
Roma, Texas 78584  
956-849-2100

2900 Raul Longoria  
San Juan, TX 78589  
956-781-6077

806 W. 3rd St.  
San Juan, Texas 78589  
956-787-0787