



Clinic Clerk Technician – Three Rivers Vacancy Announcement

Under the supervision of the Clinic Supervisor, a Clinic Clerk Technician serves as part of the health care team by performing routine clerical and technical clinic tasks according to program guidelines and recommended public health core competencies. Typical duties include conducting client interviews; assisting in determining program eligibility; process intake forms for financial eligibility, insurance, and health history; taking weights and measurements, clinical charting, finger stick testing for hemoglobin and lead.

Employment Qualifications:

Education: High school diploma or equivalent. Certification as a Medical Assistant or equivalent experience a plus.

Experience & Required Skills:

- Excellent communication and organizational skills
- Bilingual skills preferred (Arabic, Spanish, Creole)
- Strong computer skills
- Ability to multi-task
- Familiar with the WIC program a plus

Special Requirement: Must have a valid Michigan Driver's License and reliable transportation, as work-related travel between offices may be required.

Salary and Fringe Benefits:

This is a full-time position located in the Three Rivers office; 37.5 hours per week with a starting wage of \$15.03 per hour. BHSJCHA offers a full range of fringe benefits including Health, Dental, Optical, and Life Insurances, Sick and Annual Leaves, an Employer Contributed Retirement Savings Plan, Flexible Spending Plan.

Application Process:

Qualified applicants should submit their resumes with cover letter to:

Kayse O'Donnell
HR Support Specialist
Branch-Hillsdale-St. Joseph Community Health Agency
570 N. Marshall Rd.
Coldwater, MI 49036
Email odonnellk@bhsj.org

Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.



benefits of working in **PUBLIC HEALTH**

Helping people live healthier

Why work in public health?

- Make a difference in the community
- Promote a healthy environment
- Job stability and opportunities for career development
- The field is ever evolving and you can influence health policy
- Improve the lives of children, families, and the elderly
- Eradicate disease



- 12 Paid Holidays -no waiting to be eligible for holiday pay
- Health, Dental, and Vision insurance coverage begins 1st day of employment. Plan options as low as \$0 employee contribution.
- Vacation Time accrues from first day of employment, 16 days earned in the first year.
- Sick Time accrues from first day of employment, 12 days annually
- Work week is 37.5 hours, and generally Monday-Friday from 8 am - 4 pm.
- Company paid Life Insurance and Short-term Disability
- AFLAC options available
- Healthcare Savings and Flexible Spending Accounts available
- Municipal Employee Retirement System with employer contribution of 5%
- Qualified Employer under the Public Service Student Loan Forgiveness Program

www.bhsj.org/careers