

CLINIC CLERK TECHNICIAN/INTERPRETER

Full Time Position – Three Rivers/Sturgis locations

General Summary: Under the supervision of the Clinic Coordinator, serves as part of the health care team by performing routine clerical and technical clinic tasks, as well as providing translation services for a specific population of clients in need of those particular services according to program guidelines and recommended public health core competencies. Demonstrates clear communication and integrity in support of the CHA mission, philosophy, and quality of client interventions. Promotes a model of ethical standards within the Agency and community.

Typical Duties:

- 1) Receives clients and their families at the clinic, as guests, conducting initial interviews. Gathers background information, assists in the completion of various forms and applications. Assists in determining program eligibility.
- 2) Processes intake forms to verify client information including financial eligibility, health history, any possible “dual participation”, and /or insurance forms.
- 3) Works with clients to gain cooperation with clear explanations to minimize their fears regarding clinic procedures. Assessment of Limited English Proficiency and obtains translation assistance as necessary.
- 4) Observes Agency Universal Precautions, OSHA, and HIPAA guidelines appropriately.
- 5) Performs a variety of clerical support duties for the area of assignment, including typing, account keeping, record keeping, filing, answering the telephone, chart audits, providing counter assistance to visitors, computer data entry.
- 6) Participates in team meetings and seminars to update knowledge and skills related to program requirements, and participates in Quality Assurance activities.
- 7) Performs duties of other clinic clerk/technician staff members as workloads, temporary absences or emergencies occur.
- 8) Computer skills and computer program knowledge are essential for efficient and effective information management.
- 9) Performs multi-tasking duties as needed for efficient information management and positive client service.
- 10) Performs a variety of related duties as assigned.

Employment Qualifications:

Education: Possession of a high school diploma or the equivalent. Certification as Medical Assistant or equivalent experience necessary. Computer skills essential. Excellent communication and organizational skills. **Bilingual skills required** - SPANISH

Special requirement: Possession of a valid Vehicle Operator's License.

The qualifications listed above are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job should be considered

Qualified Applicants should submit their resumes with cover letter by May 22, 2017 to:

Val Newton, RN.BSN
Prevention Director
570 Marshall Rd
Coldwater, MI 49036

There is a full range of fringe benefits including Health, Dental, Optical and Life Insurances, Sick and Annual Leaves, an Employer Contributed Retirement Savings Plan, and Flexible Spending Plan.

Job Type: Full-time 37.5 hours per week

Salary: \$12.11 /hour