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Children's Special Health Care Services LBS Representative Vacancy Announcement – Part-Time

A Children's Special Health Care Services (CSHCS) Locally Based Services Representative works under the supervision of the CSHCS Coordinator and performs a variety of clerical support services including phone calls, mail processing, typing, maintaining filing systems, and completing necessary paperwork for monthly reporting. The CSHCS LBS Representative is also responsible for working directly with families on the program to complete paperwork for enrollment, referrals, diagnostics, and other program related materials; as well as, working with physicians' offices regarding client needs.

Employment Qualifications:

Education: High school diploma or equivalent experience, with course work in business, office management, and other office machines.

Experience & Required Skills:

- Seven to ten months of clerical experience in the health care field.
- Excellent time-management skills.
- Good oral and written communication skills.
- Strong computer and organizational skills.
- Ability to multi-task.
- Accuracy and good attention to detail.
- Self-motivated.
- Discretion, works with sensitive medical information.

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

Salary and Fringe Benefits:

This is a part-time position located in the Three Rivers office; 45 hours per two-week pay period with a salary range of \$14,320.80 to \$16,953.30 annually.

Application Process:

Qualified applicants should submit their resume with cover letter by September 14, 2018 to:

Terri Penney, RN
CSHCS Coordinator
Branch-Hillsdale-St. Joseph Community Health Agency
570 Marshall Rd.
Coldwater, MI 49036
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