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Part-Time Clinic Clerk Technician Vacancy Announcement

Under the supervision of the Clinic Coordinator, 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 (Spanish)
- 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 is required.

Salary and Fringe Benefits:

This is a part-time position located in the Hillsdale office; 22.5 hours per week with a salary range of \$14,320.80 to \$16,953.30 annually.

Application Process:

Qualified applicants should submit their resumes with cover letter by September 25, 2018 to:

Yvonne Atwood, BSN
Personal Health and Disease Prevention Director
Branch-Hillsdale-St. Joseph Community Health Agency
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