



"Your Local
Health Department"

Branch - Hillsdale - St. Joseph Community Health Agency

570 N. Marshall Road
Coldwater, MI 49036
(517) 279-9561
Fax (517) 278-2923

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395
Fax (517) 437-0166

1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161
Fax (269) 273-2452

www.bhsj.org

Clinic Clerk Technician / Interpreter Vacancy Announcement

Under the supervision of the Clinic Coordinator, a Clinic Clerk Technician serves as part of the health care team by performing routine interpreting, clerical, and technical clinic tasks according to program guidelines and recommended public health core competencies. Typical duties include interpreting; 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 required. Must be fluent in both English and 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 full-time position located in the Three Rivers (Sturgis) office; 37.5 hours per week with a salary range of \$23,868.00 to \$28,255.50 annually. 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 by April 16, 2017 to:

Aimnee Mullendore, RN
Clinic Coordinator
Branch-Hillsdale-St. Joseph Community Health Agency
1110 Hill Street
Three Rivers, MI 49093
Email: mullendorea@bhsj.org