



"Your Local  
Health Department"

## Branch - Hillsdale - St. Joseph Community Health Agency

570 N. Marshall Road  
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(517) 437-7395  
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1110 Hill Street  
Three Rivers, MI 49093  
(269) 273-2161  
Fax (269) 273-2452

[www.bhsj.org](http://www.bhsj.org)

### **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 a plus
- 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 office; 37.5 hours per week with a salary range of \$23,614.50 to \$27,963.00 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 November 10, 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](mailto:mullendorea@bhsj.org)