

Part Time Mobile Clinic Clerk Technician - Vacancy Announcement

Under the supervision of the Clinic Supervisor alongside the Mobile RN, a Mobile 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. The position is staffed within a mobile clinic unit providing care to clients in the tri-county area. The mobile unit will arrive and depart from the Agency office located in Coldwater. 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. The mobile clinic clerk must demonstrate clear communication and integrity in support of the CHA mission, philosophy, and quality of client interventions while promoting a model of ethical standards within the Agency and community. Developing a population-oriented view of community health is vital to appropriate public health nursing.

Employment Qualifications:

Education: High school diploma or equivalent. Certification as a Medical Assistant or equivalent experience a plus.

Experience & Required Skills:

- Ability to multi-task
- Familiar with the WIC program a plus
- Excellent communication and organizational skills
- Bilingual skills preferred (Arabic, French, French-Creole and/or Spanish)
- Strong computer skills

Special Requirement: Must have a valid Michigan Chauffer's License, proof of automobile insurance and reliable transportation, as work-related travel between offices may be required.

Salary and Fringe Benefits:

This is a part-time position located in the Coldwater office; 22.5 hours per week with a starting wage of \$15.03 per hour with no benefits.

Application Process:

Qualified applicants should submit their resumes with cover letter to:

Kayse O'Donnell
HR Support Specialist
Branch-Hillsdale-St. Joseph Community Health Agency
570 N. Marshall Rd.
Coldwater, MI 49036
Email odonnellk@bhsj.org



benefits of working in

PUBLIC HEALTH

Helping people live healthier

Why work in public health?

- Make a difference in the community
- Promote a healthy environment
- Job stability and opportunities for career development
- The field is ever evolving and you can influence health policy
- Improve the lives of children, families, and the elderly
- Eradicate disease



- 12 Paid Holidays -no waiting to be eligible for holiday pay
- Health, Dental, and Vision insurance coverage begins 1st day of employment. Plan options as low as \$0 employee contribution.
- Vacation Time accrues from first day of employment, 16 days earned in the first year.
- Sick Time accrues from first day of employment, 12 days annually
- Work week is 37.5 hours, and generally Monday-Friday from 8 am - 4 pm.
- Company paid Life Insurance and Short-term Disability
- AFLAC options available
- Healthcare Savings and Flexible Spending Accounts available
- Municipal Employee Retirement System with employer contribution of 5%
- Qualified Employer under the Public Service Student Loan Forgiveness Program

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