



Immunization / WIC Clerk Vacancy Announcement – Branch County

Under the supervision of a Clinic Supervisor, serves as part of the health care team by performing clerical-related functions including 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 for the WIC program. Will also work in the immunization program to determine patient eligibility and coverages, client scheduling, database entry, monthly biologics inventory, statistical reports generation and monthly recall process. Assists clients in understanding services and completing required forms. Maintains client and provider records and provides other clerical support to the programs.

Employment Qualifications:

Education: High School Diploma or GED

Experience & Required Skills:

- Bilingual skill preferred (Haitian Creole, Arabic, Spanish)
- Two or more years of experience in clerical and administrative support.
- Knowledge of general office and clinical procedures, maintaining files and records and basic math skills.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines, changes in work priorities, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, software programs utilized by the Community Health Agency, and the ability to learn new software programs applicable to the position.

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

Salary and Fringe Benefits:

This is a full-time position in the Coldwater office, 37.5 hours per week with a starting wage of \$15.03 per hour. BHSJCHA offers a full range of fringe benefits including: Health, Dental, Optical, Life Insurances, Sick and Annual Leaves, an Employer Contributed Retirement Savings Plan, and Flexible Spending Plan.

Application Process:

Qualified applicants should submit their resume with a cover letter to the attention of:

Kayse O'Donnell
Branch-Hillsdale-St. Joseph Community Health Agency
570 Marshall Rd.
Coldwater, MI 49036
Email: odonnellk@bhsj.org
Fax: (517) 278-2923

Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.



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

www.bhsj.org/careers