

Immunization / WIC Clerk Vacancy Announcement – St Joseph 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 (English, 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 Driver's License, proof of auto insurance and reliable transportation, as work-related travel may be required.

Salary and Fringe Benefits: This is a part-time position in both the Three Rivers and Sturgis locations, 22.5 hours per week with a starting wage of \$15.78 per hour. BHSJCHA offers part time employees sick leave after 60 days of employment.

The Benefits of Working in Public Health - Helping People Live Healthier

Feel good about making a difference in your community, promote a healthy environment, job stability and opportunities for career development, influence health policy, eradicate disease, improve the lives of children, families, and the elderly.

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.