

VAN BUREN/CASS DISTRICT HEALTH DEPARTMENT

VAN BUREN COUNTY
Human Services Building-West
57418 CR 681, Suite A
Hartford MI 49057
Telephone (269) 621-3143
Fax (269) 621-2725

MEDICAL DIRECTOR
Larry Wile, MD
ADMINISTRATOR/HEALTH OFFICER
Jeffery L Elliott, BBA
www.vbcassdhd.org

CASS COUNTY
302 S. Front St
Dowagiac MI 49047
Telephone (269) 782-0064
Fax (269) 782-0121

POSITION POSTING

CLINIC TECH SCREENING AIDE I II III

Minimum Requirements: Graduation from an accredited high school. Experience working in a medical office setting. General knowledge of community resources. Experience working with multi-line telephone. Experience in assessing healthcare coverage eligibility. Excellent data entry and word processing skills. Knowledge of Netsmart-Insight software desirable. Need excellent communication skills, both oral and written. Must have good organization abilities, able to work independently and be Multi-task oriented. Bilingual in Spanish a plus.

General Responsibilities: Receive and screen/triage visitors and all incoming telephone calls; take messages; answer routine inquiries or direct to appropriate division; explain clinic and program services and schedule appointments. Assist in operation of Health Clinics; perform specialized clerical and bookkeeping tasks. Perform other clerical duties as required.

Salary: \$31,500 - \$34,500

Contact: Dawn Rouse
Administrative Assistant
Van Buren /Cass District Health Department
57418 CR 681, Suite A
Hartford MI 49057
Phone (269) 621-3143, ext 1325

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