



**POSITION POSTING**

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**DATE POSTED:** March 16, 2022  
**TITLE:** Clinical Services Assistant  
**CLASSIFIED:** Classified, FLSA Non-Exempt  
**PAY RANGE:** \$16.68- \$20.02 per hour based on experience  
(180-day probationary period)  
**WORK HOURS:** 40 hours/week- daytime hours

**IMMEDIATE SUPERVISOR:** Medical Billing Manager

**GENERAL SUMMARY DESCRIPTION:** Under the direct supervision of the Medical Billing Manager, the Clinical Services Assistant facilitates the smooth transit of patients through the community health center and provides a range of critical tasks that support an efficient, effective and financially sustainable program. This position ensures an orderly and appropriate atmosphere in the health center. The Clinical Services Assistant participates in the ongoing evaluation of health center operations to assure the delivery of high quality services that support the financial sustainability of the program.

**MINIMUM EXPERIENCE/QUALIFICATIONS:**

- High school diploma or G.E.D.
- Medical or dental office experience preferred.
- Must have (Microsoft office) computer skills in word processing, spreadsheets, power point, and others.
- Must successfully pass background check.
- Must possess a valid Ohio driver's license and reliable transportation.
- Must be able to provide proof of automobile insurance.
- Must have willingness to learn new skills, be adaptable / flexible.
- COVID-19 Vaccination Required

**NOTE:** An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

<b>SUBMIT RESUME, COVER LETTER AND APPLICATION TO:</b>	Julie Kauffman – HR Coordinator 1840 East Gypsy Lane Rd Bowling Green, Ohio 43402 <a href="mailto:jkauffman@woodcountyohio.gov">jkauffman@woodcountyohio.gov</a>
<b>DATE SUBMITTED BY:</b>	Until Filled

Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.