



POSITION POSTING

Date Posted: December 5, 2023
TITLE: Full-Time Clinical Services Assistant
CLASSIFIED: Classified, FLSA Non-Exempt
PAY RANGE: \$17.35-\$24.29 per hour
Salary to commensurate with experience
WORK HOURS: Monday-Friday, 8:30 am - 4:30 pm or comparable schedule
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.

*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.

SUBMIT RESUME TO:

Beth Peery
1840 East Gypsy Lane Rd
Bowling Green, Ohio 43402
419-352-8402 ext. 3236
epeery@woodcountyohio.gov

DATE SUBMITTED BY: Until Filled- Interviews will occur on a rolling basis