



POSITION POSTING

DATE POSTED: June 12, 2024
TITLE: Clinical Services Assistant [Part-time]
CLASSIFICATION: Part-Time (25 hrs/wk); FLSA Non-exempt; Classified; 130-Workday Probationary Period
PAY RANGE: \$18.04-\$25.26 / hour. Depending on experience
WORK HOURS: 8:30 A.M. to 4:30 P.M.; some nights/weekends/holidays may be required
IMMEDIATE SUPERVISOR: Medical Billing Manager

POSITION OVERVIEW:

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 QUALIFICATIONS:

- High school diploma or equivalent
- Medical office experience
- Valid Ohio Driver's License

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of public health laws, regulations and standards for public health nursing.
- Basic knowledge of Medical office practices and procedures
- Standard procedures for alphanumeric filing
- Basic medical coding and terminology
- Basic knowledge of HIPAA and OSHA policies and procedures.

Final candidates must successfully pass a background check and provide proof of current automobile insurance.

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.

Application materials accepted until:	The position is filled.
Required documents:	<p>Wood County Application for Employment, cover letter, resume, contact information for at least three professional references.</p> <p>The Wood County Application for Employment can be found here: Wood County Employment Application.</p> <p>Application materials submitted without all required documents will be considered incomplete.</p>

**Submit application
materials to:**

Personnel and Compliance Officer
1840 East Gypsy Lane Rd.
Bowling Green, OH 43402
419-352-8402 Ext. 3226

wchdhr@woodcountyohio.gov

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email wchdhr@woodcountyohio.gov or call 419-352-8402 Ext. 3226.