

## **East Central District Health Department Job Openings:**

JOB OPENINGS FOR ECDHD will close when filled. **Posted 6/5/2014**

### **Peer Counselor (Bi-lingual)**

Paraprofessional support person needed for 10 hours per week, to give basic breastfeeding information and encouragement to WIC pregnant and breastfeeding mothers. Must be current or previous WIC participant who has breastfed at least one baby for minimum period of three months. Must be enthusiastic about breastfeeding and want to help WIC pregnant and breastfeeding mothers enjoy a positive experience.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 7/28/2014**

### **Child Well Being Coordinator And Youth Substance Abuse Prevention Coordinator**

Seeking self-motivated person to coordinate and facilitate two dynamic community coalitions. This position requires excellent written and verbal communication skills that will be used with grant funders, agency staff, collaborators, and the general public. Candidate will work independently and with collaborators to progress the work plans of these two programs/coalitions. Essential for the candidate to have highly developed professional skills in facilitating meetings. Position requires excellent organizational skills to fulfill the responsibilities. Must be advocate for youth substance abuse and the well-being of the young child. Responsible for carrying out the work plan of grant and moving initiatives forward. Position is full time at 40 hours a week. Baccalaureate degree preferred.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 8/6/2014**

### **Medical Billing Clerk**

Immediate Part Time (20 hours a week) position with great benefits. Prefer 2 years experience in billing and collections management. Medical billing knowledge and understanding with insurance billing concepts, practices, and procedures preferred. This position will monitor delinquent accounts and participate in resolving open insurance A/R. Skills needed to perform responsibilities include: quality focus, time management, organization, detail oriented, documentation skills, ability to analyze information, general math skills, confidentiality, excellent customer service and ability resolving conflict.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 8/7/2014**

### **Patient Centered Medical Home Educator (PCMH)**

Looking for a self-motivated candidate who can work with patients in individual and group settings. Designs and implements health education designed to increase awareness and knowledge for the improvement of health in a community center. Keeps up-to-date on changes in health care technology to keep education program material current. Requires a bachelor's degree and Bi-lingual in English and Spanish. Familiar with a variety of patient education concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to Chief Operating Officer.

Pease contact Kelly Theilen at East Central District Health Department by email or by phone.

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