

East Central District Health Department Job Openings:

JOB OPENINGS FOR ECDHD will close when filled. **Posted 9/16/2014**

Pediatrician

Our busy community health center needs a bi-lingual Pediatrician to provide outpatient and limited in-patient care (follow-up for newborns and some admission). Our clinic is a PCMH-Patient Centered Medicaid Home and The Joint Commission Accredited in Ambulatory Care. Will be moving in our new facility in January 2015.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 10/17/2014**

Van Driver

Love to Drive? ECDHD has a Part-time position driving patients in company van. Clean driving record and good customer service a must.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 11/24/2014**

Early Development Network (EDN) Services Coordinator, No Weekends!

Do you love babies and young children? Do you want to make a positive difference in the life of a young child? The successful candidate for this position will help parents of young children access educational, developmental, medical, and other services while advocating for the family. Visiting the homes of the young child is part of this position. Prefer experience in clinical case management with a degree relating to Early Childhood Education, Social Work, Family Resources, or Health Practices. Bilingual candidate in Spanish/English required. Candidates must be able to drive their personal car, have a valid Nebraska Driver's License, maintain liability insurance on personal vehicle, maintain confidentiality of client information, be able to work flexible or extended hours, and be able to physically access client homes and work with various family types. Knowledge of basic computer and word processing functions preferred.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 12/02/2014**

Medical Health Assistant

This position is a full time- 40 hours a week position. This person will assist in care of patients under the direction of a nurse/provider. Duties include interviewing patients, measuring vital signs (pulse, temperature, respirations, blood pressure, weight, height), and recording information on patient charts. Prepare rooms for examination of patients; clean rooms after patients leave and prepare for the next patient visit. The position requires not only the ability and knowledge of clerk duties (making appointments, assisting with referrals, chart preparation, filing of consults and tests and ensuring accurate completion of provider orders and follow up appointments), but also must be able to speak, read and write Spanish as well as translate Spanish to English and English to Spanish. Previous medical office experience, CNA or Medical Assistant certification preferred. High School diploma or GED equivalent is required. This person will report to the Nurse Quality Manager.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 12/04/2014**

Dental Assistant

This position is a full time 40 hours per week position. Candidate will perform chair side assistance in all operative and dental treatment procedures. Performs office and clerical procedures relative to patient records, appointments and fees. Assist, perform and demonstrate dental services such as four-handed dentistry, taking and processing impressions and x-rays, radiographic procedures, placement of rubber dams, patient management and other dental techniques. 1-2 years' experience preferred, bilingual preferred but not required.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 12/10/2014**

Immunization Program Nurse

Highly motivated LPN s needed to carry out the goals and objectives of the funder and ECDHD. Must have a passion for improving the immunization coverage for the ECDHD community. The successful candidate for this position will work independently in carrying out the goals of the program while providing excellent customer service. Must enjoy working with infants, children and adults and people from varied backgrounds. This 32 hour a week position will include early evening hours. Prefer experience in the VFC program and NESIIS. Bilingual candidate in Spanish/English is a plus. Candidate must know basic computer skills such as Word and Excel. Must have excellent written and verbal skills.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 12/11/2014**

Accounts Payable Clerk-Full Time

Candidate will be responsible for compiling amount owed by the organization to vendors, other

organizations or individuals. Gather purchase order and/or requisition to prepare payments. Maintain all payment and transaction records. Maintain inventory schedule. Process final step of payroll process. Has knowledge of commonly-used concepts practices and procedures within field. Relies on instructions and pre-established guidelines to perform the function of the job. Work under immediate supervision. Primary job functions do not typically require exercising independent judgment. Requirement of at least an Associate's Degree in Accounting or Business Administration.

JOB OPENINGS FOR ECDHD will close when filled. Posted 12/23/2014

Certified Application Counselor

No nights or weekends! Must High School Diploma or GED and current Nebraska Driver's license. Full time position, prefer bilingual candidate. Provide outreach to community members and in reach to existing GNCHC patients and clients on the Health Insurance Marketplace Exchanges and Medicaid program. Assist uninsured patients/clients by determining eligibility to apply for the Marketplace Exchanges and Medicaid program and assist with the application for those programs.

Please contact Kelly Theilen at East Central District Health Department by email or by phone.
Email: ktheilen@ecdhd.com Phone: 402-562-8957

“This Institution is an Equal Opportunity Employer and Provider.”

Updated: 12/23/2014