

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 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 12/11/2014**

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.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 12/31/2014**

Cancer Prevention Position

Do you work independently on projects while achieving excellent results? Seeking a highly motivated person to fill a full time position for a new Cancer Prevention program. The successful candidate for this position will work on improving cancer prevention rates in the health district by carrying out awareness campaigns, providing health coaching and case management to individuals ready to make change their lifestyle. Will work with Diabetes Prevention Program as well.

Knowledge of basic computer and word processing functions is essential. Must be a self-starter with excellent written and oral communication skills. Desire Bachelor degree in health related or similar field.

JOB OPENINGS FOR ECDHD will close when filled. Posted 01/08/2014

GNCHC LPN

Full time LPN or certified medical assistant with a current Nebraska Medication Aide license, or National Medical Assistant license with Nebraska medication Aide license, (40 hours/wk) to work in a busy medical/OB clinic. Requires a working knowledge of medical office practice and computer skills, ability to communicate with clients, providers and support services while multi-tasking in an efficient and organized manner. Requires license as an LPN in the state of Nebraska, preference given for 1-2 years experience in outpatient medical/OB clinic, however would waive for bilingual candidate.

JOB OPENINGS FOR ECDHD will close when filled. Posted 01/09/2015

Health Promotion Supervisor Position

Can you lead others to obtain goals? Are you seeking a supervisory position? Seeking a highly motivated person who can lead others to ensure grant based program goals and objectives are being met in a timely fashion. Successful candidate must be able to supervise up to six professional staff. Candidate will have a program to coordinate as well as providing supervisory skills. Must be a self-starter with excellent written and oral communication skills. Knowledge of basic computer and word processing functions is essential. Desire Master's degree in public health or a Bachelor Degree in related field.

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: 01/09/2015