

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.

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 01/09/2015**

Prevention Linkages Deputy Director

Can you lead others to obtain goals? Are you seeking an upper management 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 supervise master student programs as well as providing supervisory skills. Must be a self-starter with excellent written and oral communication skills. Knowledge of computer and word processing functions is essential. Master's degree in public health or a related field.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 03/16/2015**

Dentist

Full time NE licensed Dentist that is Public Health minded, experience preferred but not required. Bilingual in Spanish a plus.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 04/17/2015**

Child Well Being Coordinator

Seeking self-motivated and organized person to coordinate and facilitate a dynamic community coalition which promotes the well-being of children ages 0-8 and parents. Essential for the candidate to have highly developed professional skills in facilitating meetings. 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 plan of the Child Well Being program/coalition. Must be advocate for the well-being of the young child. Position is part time at 20 hours a week. Baccalaureate degree preferred.

JOB OPENINGS FOR ECDHD will close when filled. **Posted 05/01/2015**

Bilingual CSR member

CSR candidate will greet patients; answer multi-line incoming phone calls, schedule appointments for nursing and provider staff. Data entry patient demographic information into computer program. Ability to read, write and speak English and Spanish. Basic computer skills preferred. Additional qualities include: detail orientated with attention to accuracy, self-motivate and commitment to the job responsibilities, friendly and professional customer service skills, cash box and receipt management/reconciliation.

JOB OPENINGS FOR ECDHD will close when filed. **Posted 05/01/2015**

Administrative Assistant

Full-time Administrative Assistant position open! Duties include answer phone, outgoing mail, prepare interoffice meeting minutes, assist in compilation of reports and packets, and perform work errands as requested. Must have knowledge in fax machines, printers, scanners, competent computer skills include MS Office, group messaging, numeracy and literacy skills.

JOB OPENINGS FOR ECDHD will close when filed. **Posted 05/12/2015**

Clinical Nursing Supervisor

This position requires an RN, would prefer a BSN, must have a minimum 5 years of supervisory experience. Will supervise clinic nurses, certified medical assistants and medical assistants. Job duties include providing leadership and guidance to clinic staff, scheduling, inventory, day to day

problem solving for clinical staff, program reports and ensuring nurses and medical assistants are properly trained. Must have excellent verbal and written communication skills and ability to maintain professional working relationships with patients, employees, physicians, and co-workers.

JOB OPENINGS FOR ECDHD will close when filed. Posted 05/12/2015

WIC RD/LPN

Part Time Registered Dietitian, RN, or LPN (32 hrs/wk). Directly responsible for health screening and health assessment to determine WIC eligibility, responsible for medical equipment and supplies, and responsible for health and nutrition education. Requires license as an LPN in the state of Nebraska or ADA Registered Dietitian or eligible. Bi-lingual preferred by not necessary.

JOB OPENINGS FOR ECDHD will close when filed. Posted 05/13/2015

Dental Assistant

Energetic and outgoing F/T individual needed for a busy dental clinic. Job description includes: assist, perform and demonstrate dental services such as four –handed dentistry, taking impressions and x-rays, patient management and other dental techniques. 1-2 years of experience and bilingual preferred but not required. Willing to train the right person.

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