

Job Openings

Updated: 08/09/2018

JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 8/1/2018

Administrative Assistant

Full-time 40 hours/week Administrative Assistant position open! Duties include answer phone, processing incoming and outgoing mail, take detailed meeting minutes, assist in compilation of reports and perform general clerical work as requested. Must have high degree of knowledge and experience in main office technology equipment, attention to detail, and a high degree of experience in MS Office Suite. Position requires a high school diploma with at least 2 years of administrative support experience or experience in a high functioning office setting. Prefer an Associate’s Degree in office field.

JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 8/1/2018

Bilingual Community Health Worker- Full Time

We are seeking an energetic person who is passionate about health care to work with patients in an innovative medical clinic. Will be responsible for educating patients while helping them develop strategies to improve their health and well-being. Must be motivated and a self-starter. This position requires the candidate to speak and write fluent English and Spanish. Computer skills are required. Some medical experience preferred, however, will train the right candidate. High School diploma or its equivalent is required.

JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 7/30/2018

Public Health Emergency Response Coordinator

Full time position that will be responsible for the agency’s emergency response and preparedness program. Fulfill contracts as assigned by supervisor. Facilitate and participate in emergency response trainings and exercises. Requires a Bachelor’s degree or at least 3 years’ of equivalent experience in related field or related area.

JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 6/27/2018

Immunization Nurse

Highly motivated LPN is needed to carry out the goals and objectives for immunization coverage in our service area. Must have a passion for improving the immunization coverage for the community. The successful candidate for this position will work independently in carrying out the goals of improving the immunization coverage for GNCHC in both locations Columbus and Fremont. Prefer experience in the VFC program and NESIIS. Must have graduated from an accredited nursing program and hold current Nebraska LPN license.

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Updated: 08/09/2018

Triage Nurse

Full time position will provide general ambulatory health care to patients, including administration and/or dispensing of prescribed medications, vaccines and treatment in accordance with clinic policies and procedures. May direct the daily activities of nursing and other staff to ensure smooth efficient patient flow. Ensure successful completion of “end of day” activities. Assist with inventory management and ordering clinical supplies and pharmaceuticals. Will serve as administrative authority for smooth function of all patient care on the floor in the absence of Director of Nursing. Must have graduated from an accredited nursing program and hold current Nebraska RN license.

JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 5/31/2018

Bilingual Customer Service Representative-CSR

CSR candidate will greet patients; answer multi-line income phone calls, schedule appointments for nursing and provider staff. Responsible for data entry of patient demographic information into computer program. Ability to read, write and speak English and Spanish. Basic computer skills preferred. Additional qualities include: detail oriented with attention to accuracy, self-motivated, and committed to job responsibilities. Must possess friendly, professional customer service skills. Cashbox and reconciliation management skills a plus. Required high school diploma or its equivalent.

JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 5/31/2018

Director of Quality, Risk Management and Compliance

Successful candidate will oversee a corporate wide quality improvement program to include performance measurement reporting and maintain corporate compliance and risk management plan. Master’s degree in Public Health, Healthcare Administration, Nursing or Bachelor’s degree and 2-3 years’ experience working in healthcare field.

JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 5/16/2018

Chief Financial Officer

Full time position that will be responsible for oversight of all accounting functions and audits. Prepare, analyze and present financial statements, budgets and reports. Budget forecast of revenue and expenses along with management of federal, state and private grants. Will supervise accounting, purchasing and billing staff. Successful candidate will have Bachelor’s degree in accounting, finance, or related field and have five years of relevant experience in a multi-funded business.

JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 3/28/2018

Behavioral Health Clinical Supervisor

Responsible for day to day functions, coordination and supervision of behavioral health services. Supervises licensed and non-licensed direct service staff. Assure and train staff on clinical intervention strategies, treatment planning, and screenings as necessary for service delivery. LMHP, LIMHP, Clinical Psychologist or Clinical Social Worker licensed in the state of Nebraska with minimum of two year experience.

Job Openings

Updated: 08/09/2018

JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 2/8/2018
<u>LPN</u> Full time (40 hours/wk) LPN to work in a busy medical clinic. Requires license as an LPN in the state of Nebraska, preference given for 1-2 years' experience in outpatient medical clinic, however would waive for bilingual candidate. 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.
JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 2/8/2018
<u>Certified Medical Assistant</u> Full time (40 hours/wk) Certified Medical Assistant to work in a busy medical 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. Successful candidate will have a current Nebraska Medication Aide license, or National Medical Assistant license with Nebraska Medication Aide license.
JOB OPENINGS FOR ECDHD-GNCHC will close when filled. Posted 6/15/2017
<u>Limited Medical Radiographer</u> Part Time opportunity to perform and process radiographic studies in a radiography setting for diagnostic purposes. Be familiar with and practice the standard universal measures to prevent contamination and/or infection and radiation protection. Participate in the quality assurance component of the clinic. Requires a Limited Medical Radiographer Certification including chest, extremities, spine, pelvis and skull positioning.