

Job Description Summaries

Office Manager-Fremont

The office manager will partner with medical staff and business office leadership to oversee the day to day aspects of the clinic. This position will be responsible for the overall efficiency and effectiveness of the clinical and business operations while ensuring highest level of patient satisfaction.

Contact Tracer-Columbus

The Contract Tracer will call contacts of anyone diagnosed with COVID-19 to document a symptom check, refer them to testing according to established protocols, and provide them with instructions for quarantine or isolation, if appropriate. ***This is a full-time 6-month temporary position.***

Medical Office Specialist-Columbus

The Medical Office Specialist interacts directly with patients on the phone and face-to-face to support the front office operation. This position is responsible for scheduling appointments, processing payments both in-person and on the phone. Additionally, this position serves as a liaison between patient and medical support staff. The Medical Office Specialist will possess excellent communication skills, organizational skills, computer experience, and must be a self-motivator.

Education/Outreach Worker-Columbus

The Education/Outreach worker will provide outreach, health education, navigation, and eligibility assistance for GNCHC patients and non-patients. Performs enrollment activities, referral services, and serves as an advocate for patients.

Reproductive Health Nurse-Columbus

Provide reproductive health education, health screening intakes, perform basic lab procedures, and assist RN coordinator in basic clinic functions as assigned.

Dentist-Columbus

The Staff Dentist provides quality oral health care services offered to patients, emphasizing the prevention and treatment of disease by the patient. The Staff Dentist will respond to patient's need for accessible, quality, oral health care regardless of socio-economic status. The Staff Dentist will be responsible for supervision of Dental and Dental Hygiene students as assigned by Dental Director. The Staff Dentist may require to fulfill some administrative duties as assigned by Dental Director.

Dental Assistant-Columbus

The Dental Assistant performs chair side assistance in all operative and dental treatment procedures. Perform office and clerical procedures relative to patient records, appointments, and fees. Prepare dental instruments and materials necessary for the treatment of patients. Assist, perform and demonstrate dental services such as four-handed dentistry, taking and processing impressions, taking radiographs, placement of rubber dams, patient management and other dental techniques.

Clinic Nurse-Columbus

The Clinic Nurse is responsible for ensuring the well-being of patients and for providing a positive, supportive environment for patients and other staff while working in conjunction with physicians, advanced practitioners, front office and clinical staff. The successful Clinic Nurse will have sound clinical acumen, strong communication skills and a dedication to customer service and patient care.

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Dental Hygienist-Fremont

The Dental Hygienist provides preventative oral care under a generalized supervision. The Dental Hygienist performs all duties within the scope of practice of dental hygiene including but not limited to: subgingival and supragingival scaling, root planning, coronal polishing, administering local anesthetic, exposing radiographs, placing sealants and chemotherapeutics agents, inspecting the oral cavity for abnormal tissue, taking alginate impressions, and assisting the dentist as necessary.

Medical Assistant-Columbus

The Medical Assistant supports patient care under the direction of a nurse or provider. The medical assistant is responsible for general care functions such as taking vitals, entering reason for visit, administering medication, sending in refills, calling patients as directed by provider, cleaning equipment and backup to clerical staff.

Certified Medical Interpreter-Columbus

The Certified Medical Interpreter is responsible for relaying accurate medical information and facilitating the successful delivery of patient services to a diverse language segments in compliance with all office and clinic policies and procedures, particular relating to patient confidentiality and informed consent.

Bilingual WIC Clerk-Columbus

The WIC (Women's, Infants, and Children) Clerk is a key staff member for front office operation. The WIC Clerk provides the first impression of the clinic to the client. Responsibilities include answering the telephone, collecting demographic information, determining income eligibility, scheduling WIC appointments, issuing food benefits, and reviewing WIC client rights and responsibilities with WIC participants.