

OPEN POSITIONS: Current as of 8/27/21

Billing Clerk--Columbus

The Billing Clerk is responsible for the accurate and timely completion and submission of Medicare, Medicaid, private pay and private insurance companies, and accounts receivable tracking and follow-up.

Chief Financial Officer--Columbus

The Chief Financial Officer is responsible for directing the Agency's financial planning and accounting practices of a Federally Qualified Health Center as well as its relationship with lending institutions, pay sources, and the financial community.

Clinic Nurse--Columbus

The Clinic Nurse is responsible for providing professional nursing care for patients including assessment, treatment, care planning, and medical care evaluation by following established standards and practices. Assists medical providers and staff in coordination of patient care. Functions as primary liaison between patients, staff, and medical providers.

Clinic Nurse Supervisor--Columbus

The Clinic Nurse Supervisor is responsible for providing professional nursing care for patients including assessment, treatment, care planning, and medical care evaluation by following established standards and practices. Assists medical providers and staff in coordination of patient care. Functions as primary liaison between patients, staff, and medical providers. Available as the first-point-of-contact for the medical support team.

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.

Community Health Nurse--Columbus

Investigate communicable disease, investigate other issues of public health significance, and provide education on disease prevention activities. Conduct wellness screenings and provide targeted health and wellness promotion. Administer vaccinations within scope of practice. Evaluate/assess health trends and risk factors of population groups through data collection and analysis, providing surveillance, tracking, reporting and follow-up on contagious diseases. Works with communities or specific population groups to develop/implement public policy.

Dental Assistant--Columbus

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.

Dental Hygienist—Fremont, P/T

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,

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exposing radiographs, placing sealants and chemotherapeutics agents, inspecting the oral cavity for abnormal tissue, taking alginate impressions, and assisting the dentist as necessary.

Education and Outreach Worker--Columbus

The Education and Outreach Coordinator is responsible for the day-to-day operation, education, and community outreach of the Contraceptive Access Project (CAP). This position is responsible for increasing access to contraception and, thereby, reducing unintended pregnancies across all age groups with a focus on youths and young adults age 24 and under.

HR Generalist--Columbus

The Human Resources Generalist will provide general human resources support with the day-to-day administration of HR policies, benefits, employee relations, training, programs and procedures to ensure consistent application of policies and practices. Additionally, this position is responsible for the recruitment, onboarding and training to ensure compliance with established Agency policies, employment laws, State regulations and governing Agencies.

Immunization LPN/CMA--Columbus

The Immunization Clinician helps to maintain the public's health by providing health services and information. Responsible for improving immunization rates in the district by providing Vaccine For Children (VFC), the Adult Immunization Program and/or private stock vaccinations to children and adults.

Licensed Mental Health Provider—Columbus and Fremont

Practice sound principles of Medical Psychiatric and/or Mental Health provider at public health level. They will participate in the decision-making process concerning the delivery of Mental Health Services.

Maintenance & Security Assistant--Columbus

The Maintenance and Security Assistant will provide routine facility maintenance as directed by Maintenance Supervisor. This position will secure facility at the close of the day by ensuring all exterior doors are locked and offices have been vacated. Provide patient transportation services as needed.

Medical Interpreter--Columbus

The 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.

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.

Operations Analyst--Columbus

The Operations Analyst is responsible for day-to-day coordination and monitory of the clinical grant programs including, but not limited to 340B, Vaccine Program, Reproductive Health Program and PCMH related funding.

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Project Coordinator: Environmental Health--Columbus

The Project Coordinator is responsible for the planning, implementation, and evaluation of various public health initiatives, projects, and services. Coordinate a variety of evolving grants focused on priority public health areas, including (but not limited to): substance abuse prevention, environmental health, and the Tobacco-Free Nebraska tobacco prevention program.

Project Coordinator: Minority Health--Columbus

The Project Coordinator is responsible for the planning, implementation, and evaluation of various public health initiatives, projects, and services. Lead the health department's racial, ethnic, and social minority health initiative which includes conducting a minority health needs assessment, convincing stakeholders to address issues related to overall health equity and health equity related to accessing COVID-19 resources.

EDN Services Coordinator--Columbus

The Services Coordinator is responsible for the identification, referral and coordination of services for children 0-3 years of age and their families. The Services Coordinator also serves as the single point of contact in helping parents gain needed services and assistance.

WIC CPA--Columbus

A WIC CPA is Certified Professional Authority who is directly responsible for health screenings, and health and nutrition assessment to determine WIC eligibility. The WIC CPA is responsible for medical/nutritional equipment and supplies.