

Open Positions: Current 10/11/21

Billing Clerk

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

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

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.

Contact Tracer

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.

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.

Dental Hygienist

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.

Education and Outreach Worker

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.

Immunization LPN/CMA

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

Open Positions: Current 10/11/21

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

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 Office Specialist

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.

Project Coordinator – Environmental Health

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 – Immunization

The Project Coordinator is responsible for the planning, implementation, and evaluation of various public health initiatives, projects, and services. The Immunization Program Coordinator helps to maintain the public's health by providing health services and information.

Project Coordinator – Minority Health

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.

WIC CPA

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.