

## ***Columbus***

### **Certified Medical Interpreter**

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. High School Diploma or Equivalent required. Certified Healthcare Interpreter (CHI) by Certification Commission for Healthcare Interpreters (CCHI) or Certified Medical Interpreter (CMI) by National Board of Certification for Medical Interpreters (NBCMI) certification or other healthcare interpreting certificate required by 2 years after hire.

### **Bilingual WIC Clerk**

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. High School Diploma or Equivalent required. Associates Degree in Human Services, Education, Nutrition or related field preferred. Bilingual in Spanish/English.

### **Dentist**

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. Graduate of an accredited school of dentistry. Current Nebraska License.

### **Clinic Nurse - LPN/RN**

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. Graduate of an accredited school of nursing required. Current State of Nebraska RN or LPN licensure. Basic Life Support (BLS) or Advanced Care Life Support (ACLS).

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**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. High School Diploma or Equivalent required.

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**Medical Assistant**

The medical assistant support patient care under the direction of a nurse or provider. The MA 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. High School Diploma or Equivalent required. BLS certification or ability to earn certification within three months.

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***Fremont*****Behavioral Health Nurse Practitioner**

The Behavioral Health Nurse Practitioner works collaboratively with the behavioral health team by diagnosing and treating certain acute or chronic mental health conditions. Obtains patient history and performs assessment via observation, interview and examination. Orders, performs and interprets diagnostic studies. Performs preventative health assessments, screening, immunizations and patient care. Medication management services for patients. Counsels and educates patients and their families/caregivers concerning preventative health, treatment options and community resources.

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