



NOTICE OF JOB OPENING

Department Name:	Health (Futures Family Planning Clinic)
Position Title:	Part-Time (Temporary 12 months with potential to extend)
Position Summary:	Incumbent will provide receptionist services to incoming clients: checking clients in and out of the clinic, scheduling appointments, grant metrics data entry, facilitating payment collection, and filing insurance reimbursement claims. Attention to detail and adhering to strict deadlines is a requirement. This position will also assist the nursing staff with collection of vitals and intake information. Excellent customer service skills are required along with excellent computer skills, the ability to move from one task to another quickly and to problem solve. Ten (10) to 15 (fifteen) hours per week with some occasional additional hours.
Qualifications:	High School Diploma or GED required. Medical office 1-2 years work-related experience preferred and experience working with Microsoft Office suite (Word, Excel, Access, and Outlook). Experience using general office equipment (fax machine, copier, and scanner) is required. Viable candidates will have experience working in a customer service-oriented environment and possess well-developed verbal and written communication skills, as well as have maturity and the ability to work well with others. Healthcare experience is required, as is knowledge of coding and billing. This position requires high standards of confidentiality.
Salary:	\$21 per hour
Posted: Deadline for Application:	May 30, 2024, or until filled. Applicant review is Ongoing. This recruitment will remain Open Continuous. The hiring authority reserves the right to make a hiring decision and/or close this recruitment at any time.
Submit Resume and References to:	Monroe County Health Department, email to: lkelly@co.monroe.in.us Or 119 West Seventh Street Bloomington, IN 47404

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

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