

Job Summaries

Accountant--Columbus

The accountant will be responsible for daily processing of general ledger transactions including payables and receivables, disbursements, payroll processing, and required tax and payroll filings.

Immunization Nurse--Columbus

The Immunization Nurse helps to maintain the public 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.

Project Coordinator--Columbus

Responsible for planning and coordinating all aspects of a specific grant opportunity.

Supply Clerk—Columbus

The Supply Clerk will coordinate Personal Protective Equipment (PPE), equipment and other supply request with external partners. This position will manage the PPE supply and ensure proper procedure is followed when distributing PPE. Some lifting involved, up to 50 pounds. Must be able to unload and process freight arriving on pallets. Overhead reaching and ladder climbing is required. ***This is a grant funded 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.

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 Hygienist—Columbus and 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 chemotherapeutic agents, inspecting the oral cavity for abnormal tissue, taking alginate impressions, and assisting the dentist as necessary.

Job Summaries

Dental Assistant—Columbus and Fremont

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-Temporary--Columbus

The Test NE/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 Test NE/Clinic Nurse will have sound clinical acumen, strong communication skills, and a dedication to customer service and patient care.

X-Ray and Lab Technician--Columbus

Provide both radiology and laboratory oversight and support for an outpatient clinic. Operate fixed radiology (X-Ray) equipment used in Diagnosing and treating injuries and diseases. Performs manual and operate equipment to provide automated routine blood tests under the supervision of a Laboratory Director.

Reproductive Health Nurse--Columbus

Provide reproductive health education, health screening Intakes, perform basic lab procedures, and assistant RN coordinator in basis clinic functions as assigned.