

## **Job Description Summaries: September 17, 2020**

### **X-Ray and Lab Technician, Fremont**

The X-Ray and Lab Technician will provide both radiology and laboratory oversight and support for an outpatient clinic. Operator 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.

### **Bilingual WIC Clerk, Columbus**

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.

### **Dental Assistant, Fremont and Columbus**

The 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.

### **Clinic Nurse, Columbus**

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.

### **Dental Hygienist, 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 chemotherapeutics agents, inspecting the oral cavity for abnormal tissue, taking alginate impressions, and assisting the dentist as necessary.

### **Medical Assistant, Columbus**

The Medical Assistant supports patient care under the direction of a nurse or provider. The medical assistant 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.

### **Certified Medical Interpreter, Columbus**

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.

### **Medical Office Specialist, Fremont and 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.