



Good Neighbor

Community Health Center

a nebraska *health+* center

4321 41st Avenue, Columbus, NE 68601 • 402-562-7500 • FAX 402-564-0611

Clinic Manager-Fremont

The Clinic Manager is responsible for planning and overseeing all day-to-day aspects of assigned clinics. Works in coordination with the Director of Operations in regards to data collection, performance improvement management, nurse and health assistant competencies, and reporting. Leads and directs the work of non-provider clinic staff to ensure compliance with accrediting bodies.

Essential Job Functions

- Understand the complete knowledge of the various tasks handled by nursing, medical assistants and health assistants. Assure those tasks are carried out in compliance to all Nebraska statutes and recommendations of The Joint Commission.
- Assures staffing is in place and proper scheduling is done to cover clinical hours during the board approved hours per week the clinic is open and that staffing is adequate for coverage of vacation requests.
- Coordinate training of nursing staff and clinic support staff with clinic site provider and/or Nurse Quality Manager to assure that all competencies are performed and quality performance measures are maintained and carried out on an annual basis for all staff nurse functions.
- Responsible for assuring clinical staff are following Clinical Laboratory improvement Amendments and The Joint Commission standards for ambulatory care, patient centered medical home and laboratory compliance. Work in collaboration with Lab Director.
- Assist in the development and implementation of departmental goals and performance management goals relating to the program.

Medical Health Assistant – both in Columbus and Fremont

The medical health assistant assists in care of patients under the direction of a nurse/provider, interviews patients, measures vital signs (pulse, temperature, respirations, blood pressure, weight and height), and records information on patient charts. They prepare rooms for examination of patients, clean rooms after patient's leaves and prepare for next patient visit. The position also requires an ability and knowledge of clerk duties (making appointments, assisting with referrals, chart preparation, filing of consults and tests and ensuring accurate completion of provider orders and follow up appointments).

Part-time WIC Clerk

Responsibilities include collecting demographic information, determining income eligibility, scheduling WIC appointments, issuing food benefits, and reviewing WIC client rights and responsibilities with WIC participants. Effectively answers the telephone, routes phone calls correctly, and returns phone calls in a timely manner. High School Diploma or equivalent required. Bilingual preferred.



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Customer Service Representative (CSR) – both in Columbus and Fremont

The Customer Service Representative (CSR) is a key staff member for front office operation and has a wide range of responsibilities. The CSR must attend to patients and visitors on the phone and face to face and are often the staff that will supply basic information regarding the organization to the general public, clients, oversight agencies and vendors. Answering the telephone and channeling calls, taking messages when necessary and scheduling or re-scheduling appointments as needed. Performing financial account functions as needed to include chart prep, obtaining authorizations, charge entry, receiving patient payment, and monitoring assigned collection accounts and cash box management. High School Diploma or equivalent required. Bilingual preferred.

Director of Nursing

Helps establish and maintain clinical nursing procedures, quality, safety, and infection control standards. Provides leadership for clinic staff and education for all GNCHC nursing personnel. Assists medical Clinic Staff with the hiring and training of Nurses, Medical Assistants, and Certified Nurse Aides. Adheres to all GNCHC policies and procedures.