

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.

Behavioral Health Clinic Nurse

The Clinic Nurse, Behavioral Health is responsible for providing professional nursing care for patients including assessment, treatment, care planning, and medical care evaluation by following established standards and practices. Assists medical providers and staff in coordination of patient care. Functions as primary liaison between patients, staff, and medical providers.

Grant Accountant

The grant accountant performs the accounting and financial service functions for programs funded by grants or special revenue. These functions include: preparing financial projections and budgets, actual v. budget reporting, reviewing/monitoring of individual grants and transactions for compliance with private, local, state and federal fund requirements, billing and collections, journal entries, and financial grant reporting including preparation of reports for granting authorities and the district's annual report. Position may also be required to verify budget proposals for grant applications.

Medical Records Billing Clerk

The Medical Records Clerk is responsible for managing the release of medical records and third-party billing. These duties include assembly, analysis, and scanning of patient medical records, auditing records and documentation for accuracy, observing confidentiality of information and complying with security policies and procedures, fulfilling medical record requests, billing third-party payers and following up with claims, and as necessary.

Contact Tracer

The Contract Tracer will call contacts of anyone diagnosed with COVID-19 to document a symptom check, refer them to testing according to established protocols, and provide them with instructions for quarantine or isolation, if appropriate. *This is a full-time 6-month temporary position.*

Project Coordinator

The Project Coordinator is responsible for the planning, implementation, and evaluation of various public health initiatives, projects, and services.

Behavioral Health Supervisor

The Behavioral Health Supervisor is responsible for the day to day supervision of a multi-faceted service of care for the mental health staff at Good Neighbor Community Health Center.

Medical Assistant

The Medical Assistant supports patient care under the direction of a nurse or provider. They are 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.

Supply Clerk

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

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.

Office Manager

The Office Manager will partner with medical staff and business office leadership to oversee the day-to-day aspects of the clinic. This position will be responsible for the overall efficiency and effectiveness of the clinical and business operations while ensuring highest level of patient satisfaction

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. 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

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.

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

The Clinic Nurse is responsible for providing professional nursing care for patients including assessment, treatment, care planning, and medical care evaluation by following established standards and practices. Assists medical providers and staff in coordination of patient care. Functions as primary liaison between patients, staff, and medical providers.

X-Ray and Lab Technician

Job Description Summaries 2/22/21

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.