

Administrative Assistant-Columbus

The Administrative Assistant provides confidential executive level support to the Senior Leadership Team as needed. This position also provides clerical and administrative support to the Human Resources department.

Behavioral Health Supervisor-Columbus/Fremont

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.

Certified Application Counselor-Fremont

Provide outreach to community members and in reach to ECDHD/GNCHC patients/clients on the health insurance Marketplace Exchanges and the Nebraska Medicaid Program. Assist uninsured patients/clients by determining eligibility to apply for the Marketplace Exchanges and Nebraska Medicaid Program and assisting with the application for those programs.

Dental Assistant-Columbus

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.

Dental Hygienist-Fremont (P/T position)

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.

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.

Licensed Mental Health Provider-Fremont

Practice sound principles of Medical Psychiatric and/or Mental Health provider at public health level. They will participate in the decision-making process concerning the delivery of Mental Health Services.

Medical Assistant-Fremont

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.

Job Description Summaries

Medical Records Billing Clerk-Columbus

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.

Office Manager-Fremont

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

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.