



Good Neighbor

Community Health Center

a nebraska *health+* center

Below is the list of current job openings at both Good Neighbor locations and at East Central District Health Department in Columbus. More detailed information about the positions can be found below the list of openings.

Good Neighbor- Columbus

- Medical Health Assistant
- Mental Health Therapist
- Dentist
- CSR
- LPN/RN (Clinic nurse)
- Dental Office Manager

Good Neighbor – Fremont

- Clinic Manager
- CSR
- LPN/RN (Clinic nurse)

ECDHD

- EDN Services Coordinator

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.

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LPN/RN (Clinic Nurse) (Columbus and Fremont)

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. They will provide patient care based on practice guidelines, standards of care, and federal/state laws and regulations. Also, assist in the clinic with direct patient care, as needed; this includes rooming patients, taking vital signs and completing clinical reminders, performing and/or assisting with diagnostic procedures/examinations, and administering medications/vaccines. Required: Current State of Nebraska RN or LPN licensure. Basic Life Support (BLS) or Advanced Care Life Support (ACLS) or ability to earn within 3 months. Two to three years of professional nursing experience in a clinical setting preferred.

Licensed Mental Health Provider (Columbus)

Practice sound principles of medical psychiatric and/or mental health at public health level. Willingness to participate in both client services and outreach service activities. Participate in the decision-making process concerning the delivery of mental health services. Assist in meeting the psycho-social needs of clients and prescribe the treatment and or course of action to meet those needs.

Customer Service Representative (CSR) (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.

Medical Health Assistant (Columbus)

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

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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).

Dental Office Manager position (Columbus)

Responsible for overseeing all day to day aspects of assigned clinics. Works in coordination with Chief Dental Officer, in regards to data collection, performance improvement management, hygienist and dental assistant competencies, and reporting. Leads and directs the work of clinic staff to ensure compliance with accrediting bodies.

Early Development Network (EDN) Services Coordinator (Columbus)

Responsible for the identification, referral and coordination of services for children 0-3 years of age and their families. The Services Coordinator also serves as the single point of contact in helping parents gain needed services and assistance. Associates Degree required. Bilingual preferred