



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: July 18, 2017
RE: **Auxiliary Medical Office Assistant**
Wellness Clinic
(Less than 1,000 hrs/12 months, not benefit-eligible)

Duties and Responsibilities: This position will perform basic clinical and administrative support duties to assist with administration of the County's Employee Wellness Clinic; Assists the Nurse Practitioners with Scheduling, record-keeping, and clerical duties associated with the administration of the Employee Wellness Clinic as assigned; maintains confidential medical records and files, responds to inquiries by employees. Performs related work as required. Work is performed under general supervision. Reports to the Wellness Clinic Director/Nurse Practitioner.

Qualifications: General knowledge of medical office practices and procedures and HIPAA regulations, principles and practices of patient care; general knowledge of County's personnel policies, procedures, and regulations; general knowledge of County's health benefit plan; general knowledge of organization of county government; some knowledge of computers, various software applications, and other required office equipment; ability to prepare and maintain accurate records and reports; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to high school diploma and some course work in a Medical Office Assistant program at a community college or technical institute or related healthcare work experience desired. Certification in venipuncture and as Certified Nursing Assistant desired. Family practice clinic experience preferred.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The position is **Open Until Filled**

Starting rate: \$13.19 hour
Grade: 63A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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www.hendersoncountync.org/hrd
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