



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: February 1, 2018
RE: Job Posting - One (1) Full Time Medical Office Assistant
Wellness Clinic

Duties and Responsibilities: Performs 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, basic medical office procedures 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. Monday – Friday, 7:45 a.m. to 4:15 p.m.

Qualifications: General knowledge of medical office practices and procedures and HIPAA regulations, lab testing procedures, principles and practices of patient care; general knowledge of County's personnel policies, procedures, and regulations, of County's health benefit plan, 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. 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
hrd@hendersoncountync.org
www.hendersoncountync.org/hrd
Henderson County is an Equal Opportunity Employer