



SURRY COUNTY HEALTH & NUTRITION CENTER
118 HAMBY ROAD
DOBSON, NORTH CAROLINA 27017

VACANCY ANNOUNCEMENT
SURRY COUNTY HEALTH & NUTRITION CENTER
MEDICAL OFFICE ASSISTANT
POSITION NUMBER 545-04-502

SALARY GRADE: 57
SALARY RANGE: \$22,824 - \$36,720
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for a Referral Coordinator. The primary purpose of this position is to work with a multi-disciplinary team to ensure high quality care by processing, completing and tracking referrals made by Clinical Services Programs. Position may also assist in clinic obtaining vital signs, patient history, chief complaint and other duties as appropriate.

Minimum Education and Experience: High school or General Educational Development diploma, completion of a one-year formal training course in medical office assisting at a community college or technical institute; or High school or General Educational Development diploma and a combination of one year of clerical and health/dental related experience; or an equivalent combination of education and experience.

Special Qualifications: Bilingual speaking preferred.

Application Process: To apply applicants should contact the Employment Security Commission, 541 West Pine St., Suite 300, Mount Airy, NC 27030 or call 336-786-4169 for an application. You may also request an application by contacting Surry County Human Resources at 336-401-8221. EOE M/F Surry County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Surry County is a drug free work place.

Date Posted: April 6, 2018
Closing Date: April 17, 2018