



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

VACANCY ANNOUNCEMENT
SURRY COUNTY HEALTH & NUTRITION CENTER
OSSOG III
POSITION NUMBER 545-04-326

SALARY GRADE: 57
SALARY RANGE: \$23,640 - \$38,016
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for a full-time OSSOG III. This position will provide clerical support within all aspects of the health center with a primary focus in the Women's Services Section. Duties include interviewing new and return patients to collect personal and financial information, answering telephone calls, making appointments, updating patient records, and scanning/uploading documents to the patient's medical records using an Electronic Medical Record System.

Minimum Education and Experience: Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

Knowledge of Patagonia software would be an asset. Persons applying for this position must possess excellent customer service skills, be able to multi-task, be detail oriented, and be a team player. Experience with insurance types including but not limited to Medicare, Medicaid, and Private Insurance preferred.

Application Process: To apply, applicants should contact the NC Works Career Center, 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.

Re-Posted: March 19, 2020
Closing Date: March 30, 2020