



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

VACANCY ANNOUNCEMENT
SURRY COUNTY HEALTH & NUTRITION CENTER
OSSOG IV
POSITION NUMBER 545-04-703

SALARY GRADE: 59
SALARY RANGE: \$25,740-\$41,400
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for an Office Support Professional. This position will provide clerical support within all aspects of the Administrative department. Duties will include interviewing new and returning patients to collect personal, financial, and insurance information, making appointments, scanning/uploading documents into the EMR, greeting patients, routing calls to appropriate departments. This position will also serve as a back-up to the Vital Records Deputy which will include working closely with funeral homes, Register of Deeds, as well as state and regional offices.

Minimum Education and Experience: Must be a high school graduate and have one year of clerical 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 multitask, be detail oriented, and be a team player. Ability to speak fluent Spanish and 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 apply online by visiting the Surry County HR job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us or 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 workplace.

Date Posted: December 23, 2020
Closing Date: January 19, 2021