

NORTHERN KENTUCKY INDEPENDENT DISTRICT HEALTH DEPARTMENT  
JOB POSTING

FEBRUARY 20, 2017

**CLINIC CLERK/INTERPRETERS (HCC1z)**

The Clinical Services Division is accepting applications for full-time (40 hours/week) Clinic Clerk/Interpreters to arrange for the general public to receive preventative health services such as immunizations, family planning, prenatal, well-child, cancer screenings, STD screenings and follow ups, cancer screenings and follow ups, nutrition education and WIC thereby promoting a safe and healthy community. We are accepting applications for all locations (Covington, Florence, Newport, and Williamstown), but initially this position is likely to be based at our health center in Covington, KY.

**Status:** Full-time (40 hours/week), non-exempt (hourly pay) merit system positions  
**Classification:** Clinic Clerk/Interpreter (eligible for promotion to Clinic Clerk/Interpreter II)  
**Grade:** 21 for Clinic Clerk/Interpreter (23 for Level II)  
**Pay Rate:** \$12.60 to \$13.81 / hour for Clinic Clerk/Interpreter (\$13.89 to \$15.23 for Level II)  
**Reports To:** Clinic Manager

**Essential Functions include, but are not limited to:**

Under guidance of a supervisor or mentor (for Clinic Clerk/Interpreter) or under indirect supervision (after promotion to Level II):

- **Interprets medical information.** (Interprets medical information from provider's English to client's target language ([Spanish](#)). Interprets medical information from client's target language ([Spanish](#)) to provider's English.)
- **Performs receptionist duties.** (Answers telephones. Provides general and non-technical information in response to the general public. Directs calls (including from WIC vendors) to appropriate personnel or outside organization for assistance. Schedules appointments for clients. Makes phone calls to remind clients of their appointments. Checks clients and out for services. Collects fees and issues receipts.)
- **Performs general clerical duties.**(Mails reminders and no show cards for assigned programs. Assembles new charts and packets. Issues VOC (Verification of Certification) for patients transferring to other locations. Assembles various forms to record client information, which serves to establish a medical record. Files charts, master cards, and reports. Assists Clerical Coordinator with archiving of charts. Assembles client supplies and information packets. Copies records for release as directed. Maintains PEFs. Enters data in to PEF system. Pulls patient charts. Maintains Mastercards. Transfers charts. Files lab test results. Opens/closes clinic.)
- **Administers assigned programs.** (Screens clients to determine eligibility. Completes appropriate forms. Issues Women Infant Children (WIC) benefits. Registers the general public to vote.)
- **Reconciles assigned reports.** (Checks computer screen for all computer generated reports. Works assigned report(s). Completes accounts receivable reports and clear out old accounts.)
- **Assists Clinic Manager and Clerical Coordinator.** (Assists with training new clerical staff. Replaces missing WIC cards. Assists in reconciling fees collected with cash on hand.)
- **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
- **Performs other duties.** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Serves on internal committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports.)

**Qualifications:**

A valid, active drivers license, reliable transportation, bilingual (English/Spanish), and one of the following is required:

- High school diploma or the equivalent.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Preferred: Same as above plus experience in a medical or clinical setting

**To Apply:**

Apply through CareerBuilder only ([www.careerbuilder.com](http://www.careerbuilder.com)).

For immediate consideration apply by 5:00 pm. EST on 2/28/2017.

Applications will be accepted as long as the position is posted on CareerBuilder.

Please reference code HCC1z on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Language test, criminal background check, and drug screen will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

**NKIDHD Human Resources – HCC1z**

**web: [WWW.NKYHEALTH.ORG](http://WWW.NKYHEALTH.ORG)**

**EEO/M/F/Vets/Disabled/H**

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