



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Job Title: Clinical Nursing Services Clerical Support

Job Type: Full-Time

Company Overview: The Macon County Health Department is a Certified Local Health Department that provides clinical and social preventive services for all ages through the operation of various programs, services, and partnerships. Our vision is to lead Macon County to be one of the healthiest counties in Illinois and our mission is to promote the health and healthy practices of all residents of Macon County.

Summary: Performs high level medical clerical support and data entry into Illinois Comprehensive Automated Immunization Registry (I-CARE) and CureMD. Assists with all areas of the Clinical Nursing Services Division.

Minimum Qualifications: Minimum of High School Diploma or GED with two (2) years of office experience required, preferably in the medical field. Must have experience working with families.

Duties & Responsibilities:

- Answers the phone in the Clinical Nursing Services Division and for the general MCHD in a pleasant and professional manner. Provides answers to general questions, takes messages when needed, serves as a source of information and referral, and forwards all medical-related questions to a nurse.
- Performs clinic check-in and scheduling for all clinics. types.
- Performs cashier duties. as scheduled.
- Performs basic clerical tasks including, but not limited to: data entry, filing, copying of records, and maintenance and ordering of forms.
- Provides good customer service during face-to-face and phone encounters. Answers questions in a pleasant and professional manner and refers medical questions to appropriate people.

Salary: \$31,900.00 (Annual)

Position Benefits: 35 hr. work week
12-14 holidays/year
Paid time off
Partial employer contribution to IMRF retirement plan
Health Insurance/Dental Insurance/Vision Insurance
Employee Assistance Program
Employee Discounts

How to Apply: Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconchd.org to print a copy of the application. Completed applications/resumes should be emailed to HR@maconchd.org.

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.