



WAYNE COUNTY
COMMISSIONERS

Ron Amstutz ★ Rebecca S. Foster ★ Sue Smail

JOB OPENING

Health Clinic Receptionist

(Part-Time)

The Wayne County Commissioners are currently accepting employment applications for the part-time position of Health Clinic Receptionist for the Wayne County Employee Health Clinic. This position will work approximately 20 hours per week.

The duties of this position include, but are not limited to, the following:

- Answer phones;
- Open and distribute mail and faxes;
- Greet and assist patients;
- Receive and distribute medical paperwork for appointments and/or wellness program;
- Assist with data entry of the wellness point system;
- File medical and wellness paperwork;
- Experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook Calendar and Outlook Email preferred.
- Employee will be handling HIPAA sensitive paperwork so confidentiality is vital.

Applicants must complete a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and submit along with your resume to Wayne County Commissioners, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Barb Chapin. Questions can be directed to 330-287-5409.

Deadline for submission is May 23, 2019 or until position is filled.

Wayne County is an Equal Opportunity Employer