

## POSITION OPENING

<b>POSITION:</b>	<b>SECRETARY</b>	<b>STATUS:</b>	<b>FULL TIME</b>
<b>DEPARTMENT:</b>	<b>HOME HEALTH CARE</b>	<b>HRS/PAY:</b>	<b>75.0 HOURS</b>
<b>SUPERVISOR:</b>	<b>PATTI DINSMORE JODI DINGER</b>	<b>JOB GRADE:</b>	<b>C-2</b>

### RESPONSIBILITIES

A full time secretarial position is available at Home Health Care working primarily day shift, Monday through Friday. This individual is responsible for appointment scheduling along with all clerical duties including compiling, organizing, maintaining and/or sending reports and correspondence. Additional job duties include the maintenance, filing and retrieving of patient records. Also, responsible for completing the registration process for the patients and preparing the charges for billing purposes.

Previous clerical experience required along with medical secretarial or unit secretary experience. Typing and computer skills required with a thorough knowledge of medical terminology necessary. Position requires strong organizational skills. Excellent communication and interpersonal skills required due to frequent interactions with staff, patients, other departments, physicians and outside organizations.

Physical demands: May move short distances throughout the departments. May require some lifting, not to exceed 20 pounds.

### JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

**Date Needed To Start:** As Soon As Possible

**Posting Period:** 08/07/2025 - 08/11/2025

**Application Deadline:** Noon: 08/12/2025