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Office Assistant

Employer

City Cowley County Health Department
320 E 9th Ave, Suite B
Winfield, KS 67156

115 E Radio Lane
Arkansas City, KS 67005

Description

Position Type: Full-Time

Job Location: Arkansas City & Winfield

About Us:

The City-Cowley County Health Department works to prevent disease, promote healthy lifestyles, and protect the environment from poor health outcomes. We specialize in providing essential preventative care throughout the continuum of life.

Job Description & Responsibilities

The Office Assistant (OA) will work in a team to manage the clinical setting and ensure positive client experiences.

- Greet, welcome, and direct clients professionally in person and on the phone.
- Interact effectively with individuals and families from diverse backgrounds.
- Schedule clinical appointments.
- Prepare patient files.
- Perform clerical and administrative tasks.
- Collect health insurance information and payment.
- Maintain documentation for working with individuals and families in the electronic medical records system.
- Maintain compliance with program and department requirements.
- Travel to alternate Health Department location (Ark City/Winfield) during staffing shortages.
- Contribute to a positive, mission-driven work environment.

- Complete other tasks as assigned.

Qualifications & Skill Requirements:

- Access to adequate transportation
- Valid Kansas Driver's License
- Basic computer skills and familiarity with Microsoft Office Programs (i.e., Word, Excel, Powerpoint, etc.)
- Effective oral and written communication skills
- Experience in customer service and/or medical setting
- Strong interpersonal skills and compassion for families
- Excellent time management skills
- Ability to adapt to a changing environment and handle multiple priorities.

Benefits:

- Paid health insurance
- Paid time off
- KPERS retirement

Application Instructions:

Visit the link below for more information about the position and to apply online:

<https://survey.alchemer.com/s3/7197982/Employment-Application>