

JOB POSTING

Position Title	SBHC Professional Support Staff
Department	Public Health
Shift	Full time during the school year.
Salary (Optional)	PS – 2 (\$16-\$20)
Brief Job Description	This position will perform all SBHC professional support duties under the supervision of the program coordinator. At minimum this includes data entry, clerical duties for SBHC, inventory, correspondence and billing.
Education Requirements	High School Graduate. MOA and experience in third party billing preferred. Experience in various software applications, such as Windows, Word and Excel required. Minimum of 2 years experience involving billing, clinic or secretarial work desired.
Additional Comments	Required to work during the school calendar year. Absolute integrity and confidentiality required.
Instructions for Applying	Submit resume to: Jackie Dever, RN, BSN, Administrator Livingston County Health Department 310 E. Torrance Ave. Pontiac, IL 61764 Phone: 815-842-5901 FAX: 815-842-1063 Or Apply Online at https://www.vscyperhosting3.com/livingston/
Application Deadline	Until position is filled