

# TUSCOLA COUNTY HEALTH DEPARTMENT

1309 Cleaver Road, Caro, MI 48723

(989) 673-1857

Website: [www.tchd.us](http://www.tchd.us)

## JOB POSTING

The Tuscola County Health Department is seeking a Clerk II-Clinic Assistant/Hearing & Vision Technician on a contractual/specially funded basis not to exceed 999 hours worked per year. This position will assist clients with telephone and in-person appointments, greet visitors, answer phones, schedule appointments, computer work, provide overall assistance to clients and support of agency programs along with providing Hearing & Vision screening services to preschool and school aged children. This position has two rates of pay. **Training will be made available for the Hearing & Vision Technician component.**

### Position Requirements (may include but not limited to):

- Knowledge of Microsoft Office (Word, Excel, Publisher & Outlook)
- Knowledge of medical terminology
- Experience with clinic procedures such as taking clients' vitals, height, weight, finger picks, etc. (preferred but not required)
- Ability to conform to HIPAA requirements
- Ability to work with various cultural & ethnic groups in a tactful and effective manner
- Ability to work effectively with various age groups including preschool & school aged children
- Ability to sit, stand, bend, reach, lift, and carry on a regular basis
- Ability to lift equipment weighing up to 30 pounds on a regular basis
- Must be able to perform duties with or without reasonable accommodation

### Educational Requirements:

- High School diploma or equivalent
- Medical Assistant Certification (preferred but not required)

### Other Requirements:

- Valid Michigan Drivers' License
- Satisfactory pre-employment physical and drug screening

### Rate of Pay:

Clerk II-Clinic Assistant: \$22.00/hour (no benefits)

Hearing & Vision Technician: \$26.00/hour (no benefits)

Equal Opportunity Employer

Employment application found at [www.tchd.us](http://www.tchd.us)

**Submit resume and application one of the following ways:**

Email: [hr@tchd.us](mailto:hr@tchd.us)

Fax: 989-673-1777 or 989-673-7490

Mail: Attention HR

Tuscola County Health Department

1309 Cleaver Road, Caro, MI 48723

Applicants will be accepted until the position is filled