

HealthReach Community Health Centers

**CURRENT JOB
OPPORTUNITIES**
January 30, 2012

MEDICAL ASSISTANT (MA) – PER DIEM

Job Number: PC1188

Classification: Per Diem

Location: WESTERN MAINE HEALTH CENTERS

Variety is the spice of life! **HealthReach Community Health Centers** seeks a **Per Diem Medical Assistant** to support our health centers in Kingfield, Rangeley and Strong. Responsibilities include: triage, immunizations, chronic disease management, laboratory functions, recording medical information, rooming patients and working at the front desk. Must be a graduate of an approved Medical Assistant Program (must provide adequate documentation). One to two years experience in a health care setting, and familiarity with electronic medical records preferred. We offer a competitive wage, plus 25% per diem pay differential, and a positive work environment. Please send resume and cover letter to: Director of Operations, HealthReach Community Health Centers, 10 Water Street, Suite 305, Waterville, ME 04901, Fax: (207) 861-3436, email HRCHC@HealthReach.org or visit our website at www.HealthReachCHC.org. No phone calls please. EOE.

PATIENT SERVICE REPRESENTATIVE II

Job Number: PC1225

Classification: Part-time

Location: MADISON AREA HEALTH CENTER

Madison Area Health Center seeks a Part-Time (20 hours) temporary (6-months) **Patient Service Representative II** to join our active and friendly family practice. Responsibilities include: telephone communication, scheduling, collecting payments, charge entry and clerical duties. HS diploma or GED, excellent communication skills, and working knowledge of office procedures and equipment are required. Prior medical office experience, medical terminology and proficient computer skills are preferred. We offer an excellent benefits package, competitive salary, and positive work environment. Please send resume and cover letter to: Practice Manager, Madison Area Health Center, 8 South Main Street, Madison, ME 04950, email HRCHC@HealthReach.org. or visit our website at www.MadisonCHC.org. No phone calls please. EOE.

#

Note: Unless otherwise indicated, please send resume, and cover letter indicating the number of the position you're interested in, to: Human Resources, HealthReach Community Health Centers, 10 Water Street, Suite 305, Waterville, ME 04901. Or call 861-3400 or 1-800-427-1127. HealthReach Community Health Centers is an Equal Opportunity Employer.