

# Dr. Arenia C. Mallory Health Center, Inc.

“Enter A Patient, Leave A Friend”

17280 Highway 17 South, Lexington, MS 39095

Telephone: 662.834.2566 • Facsimile: 662.834.4937 • Website: www.mallorychc.org

Dr. Arenia C. Mallory Community Health Center, Inc. (Mallory CHC) is currently accepting applications for the following positions:

### NURSE PRACTITIONER

**JOB SUMMARY** includes, but is not limited to:

- Provide medical services to all persons seeking services at or; through Mallory Community Health Center regardless of race, color, creed, ethnic origin.
- Supervise the work of assigned mid-level practitioners in accordance to the rules established by the Mississippi Board of Medical Examiners and the State Board of Nursing.
- Shall keep and maintain appropriate EMR charts, files, and oral/written records for all professional services rendered, in a timely manner
- Prepare all reports, insurance claims, Medicaid/Medicare claims, and flow sheet documentation for UDS clinical measures
- Participate in community service events and activities reasonably related to the promotion, directly or indirectly, of the success of MCHC
- Participate in any and all quality assurance programs, in-service training programs and staff meetings or conferences
- Other related and generally performed duties as may be designated by the Chief Executive Officer or Chief Medical Director

**JOB QUALIFICATIONS** include, but are not limited to:

- Licensed to Practice In the State of Mississippi
- Graduate of an accredited nurse practitioner program, and licensed by the State of MS with an approved protocol
- Registered as an Advanced Practice Nurse and Registered Nurse by the MS Board of Nursing (ACLS and BCLS certifications)
- Maintains licensure and certification

### EXECUTIVE ASSISTANT

**JOB SUMMARY INCLUDES, BUT IS NOT LIMITED TO:**

- Being the point of contact between the executives and company employees/clients and managing information flow\
- Proven working experience as an executive assistant or senior executive assistant
- Managing executives' diaries and arrange their daily schedule
- Overseeing the performance of other clerical and administrative staff
- Act as an office manager by keeping up with office supply inventory
- Format information for internal and external communication – memos, emails, presentations, minutes, reports
- Screen and direct phone calls and distribute correspondence
- Devise and maintain office filing system
- Performs other duties as requested

**JOB QUALIFICATIONS** include, but are not limited to:

- Excellent MS Office knowledge and English proficiency
- Outstanding organizational, multi-tasks and time management skills
- Aware of the latest office gadgets and applications
- Acquainted with office management systems and procedures
- Excellent verbal and written communications skills
- Maintain a high level of confidentiality
- Knowledge of business English, spelling, punctuation and grammar
- Accomplish work responsibilities with minimum supervision

**EDUCATION:**

- High school graduate or equivalent and five years of clerical/secretarial experience, with a minimum of two years at the level of secretary, or
- A.A. Degree in Secretarial Science and three years of clerical/secretarial experience, two years of which must have been at the level of Secretary.

### CLINICAL CARE LIAISON

**JOB SUMMARY INCLUDES, BUT IS NOT LIMITED TO:**

- Assist with the Quality Documentation System by writing and updating performance improvement procedures.
- Prepare Quality Assurance and Improvement reports by collecting, analyzing, and summarizing clinical logs.
- Assist in orientating and training employees with Quality Assurance and Improvement Standards.
- Identifies and anticipates safety and health concerns and hazards by surveying environmental, operational, and occupational conditions, rendering opinions, on new equipment and procedures, investigating violations, recommending preventive programs.
- Guides and promotes safe work performance by developing and communicating safety policies and procedures.
- Consistently enforces safety policies by conducting inspections, reporting results, counseling managers and employees.
- Assist in recognizing training and development needs by analyzing organization results, job requirements, and current training programs.
- Conducts training, orientation, and staff development from identified needs.
- Prepare and present all data effectively and in a timely manner to Administration.
- Coordinates with Medical Records to review charts and log audit for compliance.
- Contributes to team effort by accomplishing related results as needed.
- Demonstrate a willingness to provide backup to health center nurses as needed.
- Orientates new nurses and assist with provider to Health maintenance schedules and chart formats as it relays to electronic health records.
- Perform other necessary duties as required by Mallory CHC to meet the goal of providing primary health care.
- Other duties as assigned.

**EDUCATION:**

- Bachelor of Science or BSN Degree from a university or college with 5 years' experience.
- Must demonstrate the ability to interrupt abstract data from electronic health record system and compile information for UDS reporting.

### LPN (LICENSED PRACTICAL NURSE)

**JOB SUMMARY INCLUDES, BUT IS NOT LIMITED TO:**

- Record a patient's medical history accurately
- Take and record measurements of blood pressure, temperature, heart rate etc.
- Observe patients under treatment to identify progress, side-effects of medications etc.
- Monitor patients' condition including fluid intake and output and compose patient charts
- Assist ailing patients in daily necessary activities such as eating, bathing etc.

- Administer injections, prescribed medications, enemas etc., clean and dress wounds and assist with other basic medical care tasks
- Collect samples for lab testing as assigned
- Provide emotional and psychological support when needed
- Communicate with patients' family or friends to provide advice, comfort and release instructions

**REQUIREMENTS:**

- Proven experience as **LPN** or similar role
- Ability to undertake a variety of diverse care tasks and work in a multidisciplinary team
- Familiarity with hospital health, safety and sanitation standards and procedures
- Understanding of confidentiality obligations and nursing best practices
- Excellent knowledge of medical and hospital terminology
- Good knowledge of MS Office and data entry
- Perfect physical condition and stamina
- Excellent communication and interpersonal skills
- Compassionate and able to handle stress
- Successful completion of LPN license program is a must

### WIC CLERK

**JOB SUMMARY INCLUDES, BUT IS NOT LIMITED TO:**

- Accurately completes the intake portion of the certification form on the computer for all WIC participants
- Consistently has authorized representative complete the signature form for all certifications and signs own name in the income determined area.
- Effectively answers the telephone and routes phone calls correctly
- Effectively uses the computer scheduler for making WIC appointments.
- Routinely pulls charts and prepares for WIC clinic.
- Protects all confidential information.
- Consistently dresses for job.
- Completes non-clinic work (eg: check processing) in a timely manner.
- Attends meetings and workshops as required for WIC.
- Is able to meet physical demands of the job.
- Comes to work on time and on a scheduled basis.
- Performs other duties as assigned by person-in-charge.

**REQUIREMENTS:**

- Some lifting involved. (Up to 35#)
- Need to have a valid Mississippi Drivers' license and have access to a vehicle.
- Need to be able to carry and handle some equipment and files.
- Work environment may be noisy at times several distractions

**QUALIFICATIONS:**

- Previous experience working with the public is helpful.
- Any work experience with WIC is preferred.
- Knowledge of breastfeeding is desirable.
- High School graduate is required. Some post high school training is desirable.

### ADMINISTRATIVE SECRETARY

**JOB SUMMARY INCLUDES, BUT IS NOT LIMITED TO:**

- Performs experience level secretarial tasks of a confidential nature including but not limited to producing letters, reports, memorandums, etc. via the computer; makes photocopies, files, distributes mail, etc.
- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution
- File and retrieve corporate documents, records, and reports
- Greet visitors and determine whether they should be given access to specific individuals.
- Answers telephone communications and record messages
- Communicates in a positive and effective manner with staff, co-workers, patients and / or visitors
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work
- Perform other duties as deemed necessary by supervisor

**QUALIFICATIONS INCLUDE, BUT ARE NOT LIMITED TO:**

- Maintain a high level of confidentiality
- Communicate clearly and concisely in both written and oral form
- Perform clerical and administrative tasks quickly and accurately
- Coordinate daily activities and/or schedule
- Work independently and organize complex clerical tasks
- Ability to be flexible and adaptable in a variety of situations
- Excellent copy editing and proofreading skills
- Remain calm under trying circumstances and work with frequent interruptions
- Maintain efficient office procedures and a system for keeping track of requested actions and reports
- Meet strict timeliness and perform multiple tasks
- Skill and knowledge in the operation, use and care of office equipment
- Knowledge of business English, spelling, punctuation and grammar
- Knowledge and proficiency in the use of technology (i.e. computers, word processing, database spreadsheet programs and power point)

**EDUCATION:**

- High school graduate or equivalent and five years of clerical/secretarial experience, with a minimum of two years at the level of secretary, or
- A.A. Degree in Secretarial Science and three years of clerical/secretarial experience, two years of which must have been at the level of Secretary.

To Apply FAX or Email Resumes` to MCHC Human Resource Department  
Fax: (662) 834-4937 or Mchc.humanresources@mallorychc.org

### Application Acceptance Period:

Opens: Wednesday, July 12, 2017 · Closes: Wednesday, July 26, 2017

· Dr. Arenia C. Mallory Community Health Center is an Equal Opportunity Employer ·