



POSITION VACANCIES

February 3, 2012

POSITION TITLE: PUBLIC HEALTH NURSE I (Grade 70)
POSITION NUMBER: 875410
DEPARTMENT: Clinical Services
HOURS OF WORK: Part-time, 20 hours per week, 8 a.m. – 5 p.m. with rotating late clinics
SALARY RANGE: \$18.59 - \$28.66/hourly
HIRING RANGE: \$18.59 - \$21.50/hourly
CLOSING DATE: Open until filled

Duties and Responsibilities:

Performs histories, physical assessments, treatments, immunizations, patient education and other generalized duties as needed for Pediatric Clinic.

Minimum Training and Experience Requirements:

Licensed to practice as an RN in North Carolina. BSN preferred. Pediatric or Family Practice desirable.

Additional Requirements: Ability to speak Spanish desirable

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

POSITION TITLE: PUBLIC HEALTH NURSE II (Grade 71)
POSITION NUMBER: 832011
DEPARTMENT: Family Care Coordination
HOURS OF WORK: 8 a.m. - 5 p.m. Monday – Friday, occasional evening/weekend hours
SALARY RANGE: \$40,550.12 - \$62,614.76
HIRING RANGE: \$40,550.12- \$46,967.44
CLOSING DATE: Open until filled

Duties and Responsibilities:

Manage caseload for Care Coordination for Children in an in-home based setting. Services include but not limited to: completing assessments, writing care plans, referring, educating, and providing support and follow-up of children, birth to 5 years with special needs, a medical diagnosis or potential high risk.

Minimum Training and Experience Requirements:

Graduation from a four year college or university with a BS degree in Nursing which includes a Public Health Nursing rotation, or graduation from an accredited school of professional nursing and one year of professional nursing experience, or equivalent combination of training and experience, with experience in case management, early intervention, or child development.

Additional Requirements:

A minimum of one year experience working with children in a medical setting. Valid North Carolina driver's license and Nursing license. Ability to speak Spanish desired.

This position has been determined to exempt under the overtime provisions of the Fair Labor Standards Act.

POSITION TITLE: DENTAL ASSISTANT II (Grade 64)
POSITION NUMBERS: 855901, 855902
DEPARTMENT: Dental
HOURS OF WORK Temporary, Class 9104 positions
Monday – Thursday 7 am – 5:30 pm; Friday 8 a.m. - 12 noon, as needed
SALARY RANGE: \$13.85 - \$21.39/hourly
HIRING RANGE: \$13.85 - \$16.04/hourly
CLOSING DATE: Open Until Filled

Duties and Responsibilities:

This position provides primary support to dentists for all dental procedures. Assisting dental hygienists, other dental assistants and community programming staff are also a frequent occurrence. Dental Assistants may also provide administrative support in scheduling and confirming appointments, filing and scanning electronic records.

Minimum Training and Experience Requirements:

Graduation from an ADA accredited or NC approved dental assistant training program.

Additional Requirements: Basic computer word processing skills, Spanish language skills desirable. Knowledge of dental specific CDC and OSHA guidelines. Knowledge of nitrous oxide administration and vital signs monitoring.

License: Certified as a Dental Assistant II according to N.C. Board of Dentistry; current CPR certification.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act

POSITION TITLE: PROCESSING ASSISTANT V (Grade 63)
POSITION NUMBER: 855022
DEPARTMENT: Dental
HOURS OF WORK 7:15 a.m. – 5:15 p.m. Monday – Thursday, Friday 8:00 a.m. - Noon
SALARY RANGE: \$27,444.82 - \$42,376.88
HIRING RANGE: \$27,444.82 - \$31,788.64
CLOSING DATE: Open until filled

Qualified Applicants Will Possess:

- Previous dental experience required
- Proficiency with Dentrix software and dental front office experience preferred
- Previous customer service experience is must
- Previous experience with setting up financial arrangements
- Excellent interpersonal, telephone and written / verbal communication skills
- PC proficiency
- Ability to handle multiple tasks in a fast-paced environment
- Strong organizational and planning skills
- Detail-oriented
- Conflict-resolution skills
- Demonstrated problem solving skills and good judgment
- Ability to interpret and translate verbal and written communication between English and Spanish preferred

Minimum Training and Experience Requirements:

High school graduate and any combination of education and experience equivalent to graduation from an accredited business, office management, dental assistant or medical assisting program. One year previous dental experience in a dental front office.

Dental Processing Assistants play a vital role in the efficient operation of the practice and are expected to provide exceptional front-line customer service to meet the many non-clinical needs of our patients. In addition, Processing Assistants coordinate the flow of patients through the office, assist patients with payments, insurance and billing information, schedule appointments and maintain patient charts.

The Cabarrus Health Alliance Dental Clinic is a state-of-the art facility with a growing dental practice that recognizes and rewards achievement. And our benefits are some of the best in the industry.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

IMPORTANT INFORMATION FOR APPLICANTS
Public Health Emergency Preparedness - Hours of Work Agreement

Public Health is a first responder agency for natural disasters, naturally occurring infectious disease outbreaks, technological hazards, and terrorist incidents. All positions may be required to participate in all local emergency response activities as deemed necessary by the Health Director or his designee and available during emergencies and exercises.

Management reserves the right to alter, adjust, or change the work schedule at any time, based on business necessity for all (9101 full-time) and (9102 part-time > 20 hours per week) employees of Cabarrus Health Alliance. Employees may be required to work varied hours, overtime, holidays and/or weekends in order to meet staffing requirements or in the event of a public health emergency. Failure to report as requested may result in disciplinary action up to and including termination from employment.

Adopted by the Cabarrus Health Alliance Board on June 14, 2011