



## Position Posting (Internal and External)

**DATE POSTED:** May 1, 2023

**POSITION:** Breast and Cervical Cancer Project (BCCP) Program Clerk/Enrollment Specialist

**QUALIFICATIONS AND REQUIRED KNOWLEDGE:**

High School diploma or GED required.

Completion of secondary education with coursework in office practices and procedures; or one (1) year experience in medical office operations or equivalent combinations of training and/or experience.

Training in Emergency Preparedness to be completed upon hiring.

**HOURS:** Full-Time: Monday – Friday, 40 hours per week.

**SALARY:** Commensurate with experience

**DUTIES:**

Perform clerical duties to varied and diverse clients of the Breast & Cervical Cancer Project (BCCP) requiring limited knowledge of office management systems and procedures. Clerical duties may include a combination of answering telephones, greeting the public, enrolling women into the BCCP program, collecting pertinent client information for enrollment, use of electronic medical record, bookkeeping, typing or word processing, data entry, office machine operation, and other routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Additional duties may include clerical work outside of the BCCP program and that would pertain to the operation of the Health Department in general. This position is grant funded and continued employment is dependent upon continued funding.

**APPLICATION PROCEDURES:** Submit a cover letter and resume to:

Kari Kennedy

Director of Community and Personal Health

[kkennedy@lickingcohealth.org](mailto:kkennedy@lickingcohealth.org)

**Posting Closes May 14, 2023**

Successful candidates will be subject to pre-employment drug screening.

LCHD is a Tobacco and Nicotine Free Workplace.

The Licking County Health Department is an Equal Opportunity Employer