



Position Posting

DATE POSTED: July 17, 2024

POSITION: Breast and Cervical Cancer Project (BCCP) Program Case Manager

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 preferred.

Training in Emergency Preparedness to be completed upon hiring.

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

SALARY: Commensurate with experience

DUTIES:

Perform case management including; identification and outreach, assessment, planning, service coordination, monitoring, evaluation and advocacy through an approach which is responsive to specific multiple and changing needs of individual clients and families. Ensures that women enrolled in the BCCP receive timely and appropriate rescreening, diagnostic and treatment services. Duties will include 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

The Licking County Health Department is an Equal Opportunity Employer