

The Community Action Committee of Pike County, Valley View Health Centers, has a position opening for Patient Access Coordinator at our Valley View Health Center location in Manchester. The person filling this position must have a high school diploma or equivalent and demonstrated competency in Microsoft Office and typing. One year supervisory and/or management experience, three years' experience as a Patient Services Representative. Will work 40 hours clerically/administratively, as a site coordinator, in the patient access department of VVHC. May supervise 1-5 employees.

Deadline: Until Filled. Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications may be obtained on our website: www.pikecac.org, click on employment opportunities then employment application, or you may pick one up at the Market Street address.

The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.