

NURSE PRACTITIONER

<u>Nurse Practitioner</u>	
Department	Mobile Unit
Location	Mobile Unit
Status	Full Time
Description	Provides diversified health care and assists in administering comprehensive, continuous personalized primary health care. Facilitates the entrance of individuals into the health care system and provides care to the ambulatory patients. May coordinate the primary care of patients and refer them to appropriate secondary care through the physician preceptor. Will manage common episodic and chronic illness in collaboration with the physician preceptor and in accordance with written protocols.
Experience	Previous RN experience required.
Education	Must have a Master's Degree from an accredited school in advance practice nursing. Currently licensed by the State of Alabama as a Registered Nurse Practitioner.
# of Positions	2

<u>Nurse Practitioner</u>	
Department	Adult Medicine
Location	Montgomery
Status	Full Time
Description	Provides diversified health care and assists in administering comprehensive, continuous personalized primary health care. Facilitates the entrance of individuals into the health care system and provides care to the ambulatory patients. May coordinate the primary care of patients and refer them to appropriate secondary care through the physician preceptor. Will manage common episodic and chronic illness in collaboration with the physician preceptor and in accordance with written protocols.
Experience	Previous RN experience required.
Education	Must have a Master's Degree from an accredited school in advance practice nursing. Currently licensed by the State of Alabama as a Registered Nurse Practitioner.

DENTAL

<u>Dental Director</u>	
Department	Dental
Location	Montgomery
Status	Full Time
Experience	Previous Dental care of patients, either private practice or employed position. Managerial experience a plus.
Education	Dental Degree from a school accredited by the American Dental Association. Licensed to practice dentistry in the state of Alabama. Must hold a Controlled Substance Registration Certificate, Department of Justice and Board of Dental Examiners of Alabama.
Description	The Dental Director performs professional duties in the field of dentistry within the laws of the State of Alabama in addition to managing other dental staff members.

<u>Dental Hygienist</u>	
Department	Dental
Location	Montgomery
Status	Full Time
Experience	Two (2) years previous work experience as a Dental Hygienist.
Education	Graduate of a Dental Hygienist training program from an accredited educational institution. Current license in the Dental Hygiene issued by the Board of Dental Examiners of Alabama.
Description	Under the direct supervision of a dentist, the Dental Hygienist conducts oral examinations, performs dental prophylaxis, and carries out other duties related to the preservation of dental health and prevention of dental disease.

NURSING

Nursing Unit Coordinator

Department	Family
Location	Clanton, Eclectic, Montevallo
Status	Full Time
Experience	One (1) year direct experience as a charge nurse or nurse supervisor preferred.
Education	Completion of formal RN or LPN education program with a current, unrestricted Alabama license. Certified in BCLS and willing to obtain certification in the IV Therapy and vein puncture.
Description	Plans, directs, and evaluates total nursing care of assigned area. Responsible for the orientation, training, and management of nursing personnel, including students and new nursing employees, under their supervision.
# of Positions	3

LPN

Department	Family
Location	Gateway
Status	Full Time
Experience	Minimum one (1) year experience preferred.
Education	Completion of formal licensed practical nurse education program with a current, unrestricted Alabama license. Certified in BCLS and willing to obtain certification in the IV Therapy and vein puncture.
Description	Participates in the planning, implementation, and evaluation of nursing care, within the objectives, standards and policies of the department and within the parameters of his or her preparation as a licensed professional nurse. Cooperates with personnel from all departments.

LPN

Department	Family
Location	Ramer
Status	Part Time 24 hours weekly
Experience	Minimum one (1) year experience preferred.
Education	Completion of formal licensed practical nurse education program with a current, unrestricted Alabama license. Certified in BCLS and willing to obtain certification in the IV Therapy and vein puncture.
Description	Participates in the planning, implementation, and evaluation of nursing care, within the objectives, standards and policies of the department and within the parameters of his or her preparation as a licensed professional nurse. Cooperates with personnel from all departments.

Certified Medical Assistant

Department	Mobile Unit
Location	Mobile Unit
Status	Full Time
Experience	Minimum (1) one year experience in a clinical setting preferred.
Education	Must be a Certified Medical Assistant.
Description	Performs nursing care and/or other clinical duties within the scope of medical assistant training. Assists with clerical duties and tracking as assigned by the Unit Coordinator.
# of Positions	3

Certified Medical Assistant

Department	Peds
Location	Gateway
Status	Full Time
Experience	Minimum (1) one year experience in a clinical setting preferred.
Education	Must be a Certified Medical Assistant.
Description	Performs nursing care and/or other clinical duties within the scope of medical assistant training. Assists with clerical duties and tracking as assigned by the Unit Coordinator.

Certified Medical Assistant

Department	Adult
Location	River Region
Status	Full Time
Experience	Minimum (1) one year experience in a clinical setting preferred.
Education	Must be a Certified Medical Assistant.
Description	Performs nursing care and/or other clinical duties within the scope of medical assistant training. Assists with clerical duties and tracking as assigned by the Unit Coordinator.

Women, Infants and Children (WIC)

WIC Program Coordinator

Department	WIC
Location	Gateway
Status	Full Time
Work Schedule	Monday thru Friday
Description	The WIC Program Coordinator administers the WIC program, supervises and trains the WIC staff, submits required reports, and evaluates and assigns risk criteria to clients.
Skills	Must exhibit good communication skills and be able to work well with the public. Ability to deal effectively with individuals from diverse backgrounds and cultures. Excellent communication skills both orally and written.
Experience	Must be a Registered Dietician (RD) or Registered Nurse (RN). Experience as a Nutritionist. Supervisory experience desirable.
Education	Requires B.S. Degree in Nutrition or related field from an accredited college or university.

WIC Nutritionist

Department	WIC
Location	Gateway
Status	Part Time
Work Schedule	16 hours weekly
Description	The WIC Nutritionist is responsible for client education, evaluating and assigning risk criteria to clients and prescribing supplemental food as needed.
Skills	Must exhibit good communication skills and be able to work well with the public. Ability to deal effectively with individuals from diverse backgrounds and cultures. Excellent communication skills both orally and written.
Experience	Must have experience as a Nutritionist, preferably working with a WIC program.
Education	Must have a B.S. degree in Nutrition or related field from an accredited college or university.

REGISTRATION

Patient Account Representative

Department	Registration
Location	Mobile Unit
Status	Full Time
Experience	Previous data entry experience. Medical terminology is preferred.
Education	Requires H.S. Diploma or equivalent.
Description	Representative will perform a variety of clerical and receptionist duties to include but not limited to, greeting patients as they enter the facilities, answer telephones, collect necessary patient information, enter data into our EPM, verify insurance and collect payment for services, manage medical records, calculate and collect payment for pharmacy filled by HSI.
# of Positions	3

Patient Account Representative

Department	Registration
Location	Hayneville
Status	Full Time
Experience	Previous data entry experience. Medical terminology is preferred.
Education	Requires H.S. Diploma or equivalent.
Description	Representative will perform a variety of clerical and receptionist duties to include but not limited to, greeting patients as they enter the facilities, answer telephones, collect necessary patient information, enter data into our EPM, verify insurance and collect payment for services, manage medical records, calculate and collect payment for pharmacy filled by HSI.

CASE MANAGEMENT

Outreach & Enrollment Assister

Department Case Management
Location Montgomery
Status Full Time
Experience Previous O&E experience preferred.
Education High School Diploma. Some college preferred.
Description The Outreach & Enrollment Assister will provide educational, outreach activities to uninsured or underinsured persons. Assist with eligibility determination and the enrollment in the appropriate health insurance options by gathering essential patient information & educating patients about insurance coverage options.

FACILITIES

Driver/Courier

Department Facilities
Location Mobile Unit
Status Full Time
Experience Experience driving passengers in a commercial vehicle. Courier experience a plus.
Education High School Diploma or equivalent.
Description Will safely drive the mobile clinic to and from their destination. Responsible for light maintenance of the mobile unit. Pick up patients from a specified location and safely deliver them to their destination. Provide professional and courteous service to all patients and staff. Make deliveries as needed.
of Positions 2

HEALTH INFORMATION MANAGEMENT

Health Information Management Clerk

Department HIM
Location River Region
Status Full Time
Work Schedule Monday thru Friday
Description Performs clerical duties necessary to maintain an effective nurses station, including preparation of the initial medical record and scheduling of patient appointments.
Experience Prefer six months experience in a medical office. Basic knowledge in computers.
Education Requires H.S. Diploma or equivalent.

HUMAN RESOURCES

Human Resources Assistant

Department Human Resources
Location River Region
Status Full Time
Work Schedule Monday thru Friday
Description This position is responsible for general administrative support duties in the HR department. Included but not limited to: recruiting activities, such as setting up interviews, employment verifications, job references, etc. Assist with the credentialing process to ensure all clinician documents are properly maintained. Answer employee's questions as needed.
Experience Three years direct human resources experience. Must have excellent computer skills in Excel, Word and PowerPoint.
Education Some college coursework in Human Resources required, B.S. in HR or applicable preferred.

Come work in a rewarding environment where patients appreciate the care you give.

HSI offers 10 paid holidays, paid vacation and a competitive benefits package.

Medical, Dental, Vision, Flexible Spending Accts and many voluntary plan are available.

Please go online to www.hservinc.org.

Select "About HSI, then Select "Employment Opportunities".

Scroll to the bottom of the page and Select "Click Here" for an "Employment Application"

Send your application

By email to: hr@hservinc.org

By mail to: Health Services Inc., Attn: HR Department, 1845 Cherry Street, Montgomery, AL 36106

Or drop off the application at the address above