

Medical Records Clerk/PRN Van Driver

Coal Country Community Health Center is currently seeking a Full Time Van Driver for its Beulah/Hazen Clinics. Responsibilities will include but are not limited to transporting patients to and from clinic appointments in company van; sort mail and operate metering equipment, distribute marketing posters within the service area and fulfill other transportation needs as they arise. May be trained to assist in Medical Records or Receptionist responsibilities to assist in these areas during down times.

Position requires a valid North Dakota driver license; detail oriented; strong organizational skills; excellent oral and written communication skills; basic knowledge on medical terminology preferred.

To apply send company application and letter of application to Coal Country Community Health Centers, Attn. Human Resources, 1312 Hwy 49 N., Beulah, ND, 58523. Applications may be downloaded off Coal Country Community Health Center website at www.coalcountryhealth.com