

HOSPICE OF THE NATURE COAST
A program of Hospice of Citrus County
POSITION POSTING
July 20, 2010
2009-090

Hospice of the Nature Coast is currently seeking to fill a vacancy for a
TEAM ASSISTANT
Full Time
High Springs / Alachua County

POSITION SUMMARY: Working from the High Springs office, this position provides clerical support for the regional team including but not limited to: answering phones, maintaining patient charts, data entry, and ordering supplies. Responsibilities will also include providing information and referrals, scheduling staff as requested, computer data entry.

Core Responsibilities Include:

1. Maintain patient charts
2. Processes team daily census
3. Screens and directs calls
4. Prepares letters, documents and memos
5. Organize, prepare, and update IDT materials

Minimum Knowledge, Skills and Abilities:

1. High school diploma
2. One year of clerical or receptionist work experience
3. Medical experience required
4. Excellent telephone skills required
5. Excellent communication skills required
6. Excellent computer skills necessary for direct data input

SPECIAL DEMANDS/PHYSICAL REQUIREMENTS:

This organization conducts pre-employment drug testing and employees may be asked to take a test to determine the presence of drugs, narcotics or alcohol if there is reasonable suspicion that the employee is using or has used drugs in violation of Hospice policy.

Qualified candidates may obtain an application at any Hospice of
Citrus County / Hospice of the Nature Coast locations or online at
www.hospiceofcitruscounty.org or www.hospiceofthenaturecoast.org.