The Pennyrile District Health Department is accepting applications for a full time contract **Senior Support Services Associate** for Caldwell and Lyon County.

**General Duties include**: This position serves under the direction of the Support Services Supervisor. Responsibilities for this position include, but are not limited to: Assemble and maintain complete patient medical records and files. Interview patient to ensure completeness and accuracy of demographic information required for various services and programs. Route/direct patient to appropriate staff person. Collect, record and enter fees obtained from patients into statewide network. Prepare routine letters, labels and other appropriate material. Answer multi-line phone system. Schedule initial and follow-up patient appointments. Review appropriate reporting sheet (Patient Encounter Forms) (PEF) of services provided to ensure completeness and accuracy. Generate and/or issue Woman Infant and Children (WIC) vouchers. Request routine reports available from the PSRS, inventory and order office supplies. Maintain auto-dialer according to agency and patient requirements.

**Minimum Education, Training or Experience:** High School Diploma or GED.

**Starting Salary**: $14 negotiable with additional experience or education

Applications may be picked up at the following county Health Departments: Caldwell, Crittenden, Livingston, Lyon and Trigg County. Completed application and transcript must be mailed to Crittenden County Health Dept PO Pox 392 Marion KY 42064 by June 18th. Transcripts must list the degree awarded**.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing. Employment may be contingent upon a successful drug screening and background check. Equal Opportunity Employer.