

**NECAC LPN OR MEDICAL ASSISTANT
ST. CHARLES AND WARREN COUNTY
(WIC and Family Planning)**

NECAC, a 12-county area not-for-profit social service, community health, and public housing agency, has an opening for a part-time Licensed Practical Nurse (LPN) or Medical Assistant (MA) to serve St. Charles and Warren Counties, working from NECAC County Service Center located in O'Fallon, MO and Warrenton, MO. Regular work hours will be up to 24 hours a week and discussed more fully during the interview process. LPN recognized by the State of Missouri or MA certificate/completion of formal Medical Assistant program is required; Family Planning, Women's Health and/or WIC experience is preferred. Will enroll new patients and provide in-depth counseling on medical, reproductive, and gynecological issues. Must have knowledge of current health and family planning theory as well as the ability to teach or lead group discussions. Good interaction with patients is required. Computer literacy, ability to perform front office duties, as well as back office duties is required. Must maintain the required OSHA, CLIA, and CMS requirements as well as maintain currency in CPR. Starting wage range is \$14.00 - \$16.00 per hour (dependent upon education/experience) with an exceptional non-match required 401(k) retirement plan with a progressive agency contribution of 3-6%. No other benefits are associated with this position. To apply, do **ONE** of the following: **MAIL** cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to dpage@necac.org, or FAX to 573-324-3960. Please make sure your mailing address and email address are included. EOE/M/F/D/V