

NURSE OR MEDICAL ASSISTANT (FAMILY PLANNING)

HANNIBAL, MO

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks a part-time Nurse or Medical Assistant for the Family Planning program in Hannibal, MO. Regular work hours will be negotiated but will be 24 hours per week. The position will work under the direction of the Family Planning Director and involve contact with the public, visitors and clients. This position will perform front office functions as well as assist in clinic activities.

A Medical Assistant certification or licensed LPN are preferred. This position requires a high degree of organization and professionalism. Additionally, good penmanship, team player, trustworthiness and an understanding of confidentiality are required skills. Excellent spelling and grammar are required.

This part-time position has a starting wage of \$12-\$15 an hour, and an agency provided 401(k) retirement plan. A valid driver license and a reliable and insured vehicle are required.

To apply, 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. Because most correspondence is done by email, a valid email address must be on your application or resume. You may also obtain an application at any NECAC Service Center. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V