

**(1) NURSE / MEDICAL ASSISTANT
(1) ADMIN ASSISTANT / BILLING & CODING**

HANNIBAL, MO

NECAC IS SEEKING TO FILL 2 OPEN POSITIONS IN HANNIBAL MISSOURI

NURSE / MEDICAL ASSISTANT

A part-time Nurse or Medical Assistant for the Family Planning program in Hannibal, MO. Regular work hours will be negotiated but will be around 24 hours per week. This will involve contact with the public, visitors and clients. This position will perform front office functions as well as assist in clinic activities. The pay rate for this position will be \$12 to \$15 hourly based upon skills and experience. A Medical Assistant certification or licensed LPN are preferred.

FULL TIME ADMINISTRATIVE ASSISTANT / CODING AND BILLING

A full time administrative assistant who will also perform coding and billing functions. This position will be 40 hours per week. Starting pay will be \$14 hourly. Health, vacation, and 401K benefits are included in this position. Applicant should be familiar with medical billing procedures and regulations.

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to ccox@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