

## CURRENT JOB OPENINGS

### PHYSICIAN

#### **Chief Medical Officer**

|                    |   |
|--------------------|---|
| <b>Specialty</b>   | Family Medicine, Internal Medicine or Pediatrics  |
| <b>Location</b>    | River Region  |
| <b>Status</b>      | Full Time   |
| <b>Description</b> | The Chief Medical Officer (CMO) serves as a principal medical provider for the organization and in all respects is responsible for the medical staff and clinical activities. The CMO will oversee and address quality outcomes as it relates to the board's defined goals for quality clinical measures. Establishes appropriate systems of the care to assure the quality of patient care. Provides direct patient care 80% of the time. Participates in budget development and in financial management decisions as they affect provider staff. Oversees medical and dental requirements and standards of patient care for the Joint Commission accreditation. |
| <b>Experience</b>  | A minimum of ten (10) years experience in medical practice with five (5) of those years in a health center setting is preferred. Three (3) years experience in an administrative management role is preferred.  |
| <b>Education</b>   | Must be a graduate of an accredited Medical School and be licensed to practice in Alabama. Also must be board certified or board eligible.  |

#### **Doctor**

|                    |  |
|--------------------|--|
| <b>Department</b>  | Family Medicine  |
| <b>Location</b>    | River Region   |
| <b>Status</b>      | Full Time  |
| <b>Description</b> | Provide professional medical services to patients or clients of Health Services, Inc. Implements healthcare initiatives, both on-site and off-site. Assures continuity of healthcare by establishing professional linkage with specialized and advanced healthcare resources. Assure the implementation and achievement of all applicable Public Health Service initiatives bearing on the practice of medicine. |
| <b>Experience</b>  | Completed one year of internship and have at least one year of experience in ambulatory healthcare. Completion of residency in family practice or internal medicine is desirable.  |
| <b>Education</b>   | Graduated from a recognized medical school and possess a M.D. Degree. Currently licensed to practice medicine in the state of Alabama or eligible to become licensed.  |

#### **Doctor**

|                    |  |
|--------------------|--|
| <b>Department</b>  | Pediatrics   |
| <b>Location</b>    | Montevallo   |
| <b>Status</b>      | Full Time  |
| <b>Description</b> | Provide professional medical services to patients or clients of Health Services, Inc. Implements healthcare initiatives, both on-site and off-site. Assures continuity of healthcare by establishing professional linkage with specialized and advanced healthcare resources. Assure the implementation and achievement of all applicable Public Health Service initiatives bearing on the practice of medicine. |
| <b>Experience</b>  | Completed one year of internship and have at least one year of experience in ambulatory healthcare. Completion of residency in Pediatrics is desirable.  |
| <b>Education</b>   | Graduated from a recognized medical school and possess a M.D. Degree. Currently licensed to practice medicine in the state of Alabama or eligible to become licensed.  |

### NURSING

#### **Nursing Unit Coordinator**

|                       |   |
|-----------------------|---|
| <b>Department</b>     | Family, Adult and Peds  |
| <b>Location</b>       | Clanton, Eclectic, Montevallo, River Region   |
| <b>Status</b>         | Full Time   |
| <b>Experience</b>     | One (1) year direct experience as a charge nurse or nurse supervisor preferred.   |
| <b>Education</b>      | Completion of formal RN or LPN education program with a current, unrestricted Alabama license. Certified in BCLS and willing to obtain certification in the IV Therapy and vein puncture.                                 |
| <b>Description</b>    | Plans, directs, and evaluates total nursing care of assigned area. Responsible for the orientation, training, and management of nursing personnel, including students and new nursing employees, under their supervision. |
| <b># of Positions</b> | 4   |

**Certified Medical Assistant**

|                       |   |
|-----------------------|---|
| <b>Department</b>     | Family, Adult and Peds  |
| <b>Location</b>       | Clanton, Gateway, Montevallo  |
| <b>Status</b>         | Full Time   |
| <b>Description</b>    | Performs nursing care and/or other clinical duties within the scope of medical assistant training. Assists with clerical duties and tracking as assigned by the Unit Coordinator. |
| <b>Experience</b>     | Minimum (1) one year experience in a clinical setting preferred.  |
| <b>Education</b>      | Must be a Certified Medical Assistant.  |
| <b># of Positions</b> | 4   |

## Women, Infants and Children (WIC)

**WIC Nutritionist**

|                      |  |
|----------------------|--|
| <b>Department</b>    | WIC  |
| <b>Location</b>      | Gateway  |
| <b>Status</b>        | Part Time  |
| <b>Work Schedule</b> | 16 hours weekly  |
| <b>Description</b>   | The WIC Nutritionist is responsible for client education, evaluating and assigning risk criteria to clients and prescribing supplemental food as needed.   |
| <b>Skills</b>        | Must exhibit good communication skills and be able to work well with the public. Ability to deal effectively with individuals from diverse backgrounds and cultures. Excellent communication skills both orally and written. |
| <b>Experience</b>    | Must have experience as a Nutritionist, preferably working with a WIC program.   |
| <b>Education</b>     | Must have a B.S. degree in Nutrition or related field from an accredited college or university.  |

## PATIENT ACCOUNT

**Patient Account Representative**

|                       |  |
|-----------------------|--|
| <b>Department</b>     | Registration   |
| <b>Location</b>       | Gateway, Montevallo, Montgomery Primary, River Region  |
| <b>Status</b>         | Full Time  |
| <b>Experience</b>     | Previous data entry experience. Medical terminology is preferred.  |
| <b>Education</b>      | Requires H.S. Diploma or equivalent.   |
| <b>Description</b>    | Representative will perform a variety of clerical and receptionist duties to include but not limited to, greeting patients as they enter the facilities, answer telephones, collect necessary patient information, enter data into our EPM, verify insurance and collect payment for services, manage medical records, calculate and collect payment for pharmacy filled by HSI. |
| <b># of Positions</b> | 4  |

**Patient Account Representative**

|                       |  |
|-----------------------|--|
| <b>Department</b>     | Registration   |
| <b>Location</b>       | River Region   |
| <b>Status</b>         | Part Time, PRN   |
| <b>Experience</b>     | Previous data entry experience. Medical terminology is preferred.  |
| <b>Education</b>      | Requires H.S. Diploma or equivalent.   |
| <b>Description</b>    | Representative will perform a variety of clerical and receptionist duties to include but not limited to, greeting patients as they enter the facilities, answer telephones, collect necessary patient information, enter data into our EPM, verify insurance and collect payment for services, manage medical records, calculate and collect payment for pharmacy filled by HSI. |
| <b># of Positions</b> | 3  |

Come work in a rewarding environment where patients appreciate the care you give.

HSI offers 10 paid holidays, paid vacation and a competitive benefits package.

Medical, Dental, Vision, Flexible Spending Accts and many voluntary plan are available.

Please go online to [www.hservinc.org](http://www.hservinc.org).

Select "About HSI, then Select "Employment Opportunities".

Scroll to the bottom of the page and Select "Click Here" for an "Employment Application"

Send your application

By email to: [hr@hservinc.org](mailto:hr@hservinc.org)

By mail to: Health Services Inc., Attn: HR Department, 1845 Cherry Street, Montgomery, AL 36106

Or drop off the application at the address above