



Weekend Scheduler/Team Assistant 16 hours with potential for growth

- Processing clinician schedules for weekend. Work Friday 2:30 pm - 5:30 pm and Saturday/Sunday 8:00 am - 2:30 pm
- Process new managed care insurance
- Work in collaboration with medical facilities to enhance communication and process new referrals
- Computer knowledge & experience with Microsoft Excel and Word required
- Understanding of OASIS required
- LPN or Medical Assistant

Desired Skills:

- Experience with computerized scheduling of clinical staff preferred
- Customer service skills preferred
- Intake/Managed Care experience a plus

For immediate consideration about joining our team, send resume to:

Human Resources: 113 Hampden Street, Holyoke, MA 01040

Or fax resume to: 413-536-8212, Attn: HR Coordinator

Bilingual/Bicultural candidates encouraged to apply.

Holyoke Visiting Nurse Association, Inc. is an EOE.

"The Holyoke Visiting Nurse Association, Inc. is a leader in community health services since 1905"