



Chadron Community Hospital & Health Services

Chadron Community Hospital & Health Services

Chadron Community Hospital is seeking a part-time ward clerk with the possibility of full-time in the future.

As a Ward Clerk this employee will become the face and voice of Chadron Hospital Nursing Department while greeting the public and answering the telephone. Exemplary customer service skills are a must. Other duties include transcribing physician's orders, using the electronic health record to prepare charts, and arranging medical appointments for patients. Medical terminology or pharmacy background preferred. The position will be part time ward clerk and part time nursing assistant, giving direct patient care such as assisting with hygiene needs and activities of daily living. Nebraska C.N.A. or experience preferred. Rotating shifts (days and evenings). Weekends and holidays required.

Excellent benefit package, Employee Recognition Program and Employee Benevolent Fund.

Applications Available at Chadron Community Hospital & www.chadronhospital.com

