



Neighborhood Health – Scheduler  
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Scheduling Supervisor to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a Scheduler, you will:

- ✓ Assists the Patient Access Manager in the day-to-day management of scheduling.
- ✓ Assists in ensuring department is staffed with qualified, competent employees.
- ✓ Ensures department is functioning well as a team.
- ✓ Prepares staff timecards for payroll processing. Monitors staff attendance, tardiness, and overtime trends.
- ✓ Performs supervisory duties in accordance with the Managers Standards of Conduct and NHC Mission Statement.

Requirements:

- Minimum of three years of work experience in a medical, dental, public health, or social service agency. Minimum of one year of supervisory responsibility. Prefer experience with medical practice management systems. Additional appropriate education may be substituted for one year of work experience.

Education Requirements:

- High School diploma or GED and advanced medical office training. Prefer Associates Degree in Medical Assisting or certification as a medical office specialist.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)