



CURRENT JOB OPENINGS

PROVIDER

<u>Nurse Practitioner</u>	
Department	Family
Location	Walk-in Clinic River Region
Status	Full Time
Work Schedule	Monday thru Friday
Description	Provides diversified health care and assists in administering comprehensive, continuous personalized primary health care. Facilitates the entrance of individuals into the health care system and provides care to the ambulatory patients. May coordinate the primary care of patients and refer them to appropriate secondary care through the physician preceptor. Will manage common episodic and chronic illness in collaboration with the physician preceptor and in accordance with written protocols.
Experience	Previous RN experience required.
Education	Must have a Master's Degree from an accredited school in advance practice nursing. Currently licensed by the State of Alabama as a Registered Nurse Practitioner.

<u>Nurse Practitioner</u>	
Department	Family
Location	Mobile Unit
Status	Full Time
Work Schedule	Monday thru Friday
Description	Provides diversified health care and assists in administering comprehensive, continuous personalized primary health care. Facilitates the entrance of individuals into the health care system and provides care to the ambulatory patients. May coordinate the primary care of patients and refer them to appropriate secondary care through the physician preceptor. Will manage common episodic and chronic illness in collaboration with the physician preceptor and in accordance with written protocols.
Experience	Previous RN experience required.
Education	Must have a Master's Degree from an accredited school in advance practice nursing. Currently licensed by the State of Alabama as a Registered Nurse Practitioner.

<u>Nurse Practitioner</u>	
Department	Family
Location	School Based Clinic
Status	Full Time
Work Schedule	Monday thru Friday
Description	Provides diversified health care and assists in administering comprehensive, continuous personalized primary health care. Facilitates the entrance of individuals into the health care system and provides care to the ambulatory patients. May coordinate the primary care of patients and refer them to appropriate secondary care through the physician preceptor. Will manage common episodic and chronic illness in collaboration with the physician preceptor and in accordance with written protocols.
Experience	Previous RN experience required.
Education	Must have a Master's Degree from an accredited school in advance practice nursing. Currently licensed by the State of Alabama as a Registered Nurse Practitioner.

<u>Nurse Practitioner</u>	
Department	Family
Location	Floater
Status	Full Time
Work Schedule	Monday thru Friday
Description	Provides diversified health care and assists in administering comprehensive, continuous personalized primary health care. Facilitates the entrance of individuals into the health care system and provides care to the ambulatory patients. May coordinate the primary care of patients and refer them to appropriate secondary care through the physician preceptor. Will manage common episodic and chronic illness in collaboration with the physician preceptor and in accordance with written protocols.
Experience	Previous RN experience required.
Education	Must have a Master's Degree from an accredited school in advance practice nursing. Currently licensed by the State of Alabama as a Registered Nurse Practitioner.

<u>Doctor</u>	
Department	Family
Location	Montevallo
Status	Full Time
Description	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.
Experience	Completed one year of internship and have at least one year of experience in ambulatory healthcare. Completion of family residency program.
Education	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.

<u>Doctor</u>	
Department	OBGYN
Location	River Region
Status	Full Time
Description	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.
Experience	Completed one year of internship and have at least one year of experience in ambulatory healthcare. Completion of OBGYN residency program.
Education	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.

BEHAVIORAL HEALTH

<u>Psychiatrist</u>	
Department	Behavioral Health
Location	River Region
Status	Full Time
Work Schedule	Monday thru Friday
Description	The Staff Psychiatrist evaluates, diagnoses and treats patients with mental, emotional, and behavioral disorders. They conduct psychiatric evaluations, develop treatment plans, prescribe medication, and evaluate treatment results.
Experience	Completion of a one-year internship program and one-year experience in psychiatric care.
Education	Must have a Medical Degree from an accredited institution and completion of Residency program. Currently licensed in the State of Alabama.

Psychologist	
Department	Behavioral Health
Location	Montgomery
Status	Full Time
Work Schedule	Monday thru Friday
Description	The Psychologist studies cognitive, emotional, and social processes and human behavior by observing, interpreting, and recording how people relate to one another and their environments.
Experience	Completion of a one year internship program and one year experience in psychological care.
Education	Must have a Doctorate Degree in Psychology from an accredited institution. Currently licensed in the State of Alabama.

Licensed Clinical Social Worker	
Department	Behavioral Health
Location	Montgomery
Status	Full Time
Description	LCSW provides therapy, counseling, and intervention services to patients. LCSW acts as advocates and help clients gain access to resources while confronting their personal issues, such as addiction, abuse or mental illness.
Experience	Two years of post-degree clinical experience.
Education	Requires a Master's Degree in Social Work or related field from an accredited college or university. Must be licensed LCSW by the State of Alabama.

NURSING

Director of Nursing	
Department	Nursing
Location	River Region
Status	Full Time
Description	Responsible for planning, organizing, and directing a comprehensive nursing program for all clinical sites of HSI. Ensure efficient and cost-effective use of nursing staff and material resources. Interprets and supports the purposes, philosophy and mission of the organization. Participates as a member of the management team in planning policies and administrative decision making.
Experience	Previous nursing management experience required.
Education	Currently licensed as a Registered Nurse. B.S. degree preferred.

Quality Assurance Nurse	
Department	Quality Assurance
Location	River Region
Status	Full Time
Description	The QA Nurse is responsible for leading Joint Commission and HRSA activities. Coordinates Risk Management by assessing potential or actual areas of risk and compliance with regulatory standards in an effort to protect the organization. Planning, organization and direction of the Quality Assurance programs and related activities. Assists Department Heads and staff in evaluating and improving programs that affect Quality. Develops and implements appropriate plans of action to correct deficiencies as needed. Developing auditing schedules for all Department.
Experience	Previous Quality Assurance experience required.
Education	Currently licensed as a Registered Nurse. B.S. degree preferred.

Nursing Unit Coordinator	
Department	Family
Location	Clanton
Status	Full Time
Description	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.
Experience	One (1) year direct experience as a charge nurse or nurse supervisor preferred.
Education	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.

Nursing Unit Coordinator

Department Walk-In and BHI
Location River Region
Status Full Time
Description 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.
Experience One (1) year direct experience as a charge nurse or nurse supervisor preferred.
Education 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.

Nursing Unit Coordinator

Department Pediatrics
Location River Region
Status Full Time
Description 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.
Experience One (1) year direct experience as a charge nurse or nurse supervisor preferred.
Education 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.

LPN

Department Adult
Location Montgomery East
Status Full Time
Description Participates in the planning, implementation, and evaluation of nursing care, within the objectives, standards and policies of the department and within the parameters of his or her preparation as a licensed professional nurse. Cooperates with personnel from all departments.
Experience Minimum one (1) year experience preferred.
Education Completion of formal licensed practical nurse education program with a current, unrestricted Alabama license. Certified in BCLS and willing to obtain certification in the IV Therapy and vein puncture.

LPN

Department Pediatrics
Location Montgomery Primary
Status Full Time
Description Participates in the planning, implementation, and evaluation of nursing care, within the objectives, standards and policies of the department and within the parameters of his or her preparation as a licensed professional nurse. Cooperates with personnel from all departments.
Experience Minimum one (1) year experience preferred.
Education Completion of formal licensed practical nurse education program with a current, unrestricted Alabama license. Certified in BCLS and willing to obtain certification in the IV Therapy and vein puncture.

LPN

Department Pediatrics
Location River Region
Status Full Time
Description Participates in the planning, implementation, and evaluation of nursing care, within the objectives, standards and policies of the department and within the parameters of his or her preparation as a licensed professional nurse. Cooperates with personnel from all departments.
Experience Minimum one (1) year experience preferred.
Education Completion of formal licensed practical nurse education program with a current, unrestricted Alabama license. Certified in BCLS and willing to obtain certification in the IV Therapy and vein puncture.

MEDICAL ASSISTING

Certified Medical Assistant

Department	Adult
Location	River Region
Status	Full Time
Description	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.
Experience	Minimum (1) one year experience in a clinical setting preferred.
Education	Must be a Certified Medical Assistant.
# of Positions	2

Certified Medical Assistant

Department	Pediatrics
Location	River Region
Status	Full Time
Description	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.
Experience	Minimum (1) one year experience in a clinical setting preferred.
Education	Must be a Certified Medical Assistant.
# of Positions	3

Certified Medical Assistant

Department	Pediatrics
Location	Clanton
Status	Full Time
Description	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.
Experience	Minimum (1) one year experience in a clinical setting preferred.
Education	Must be a Certified Medical Assistant.

Certified Medical Assistant

Department	Family
Location	Eclectic
Status	Full Time
Description	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.
Experience	Minimum (1) one year experience in a clinical setting preferred.
Education	Must be a Certified Medical Assistant.

DENTAL

Dental Hygienist

Department	Dental
Location	Montgomery
Status	Full Time
Description	Under the direct supervision of a dentist, the Dental Hygienist conducts oral examinations, performs dental prophylaxis, and carries out other duties related to the preservation of dental health and prevention of dental disease.
Experience	Two (2) years previous work experience as a Dental Hygienist.
Education	Graduate of a Dental Hygienist training program from an accredited educational institution. Current license in the Dental Hygiene issued by the Board of Dental Examiners of Alabama.

ADMINISTRATION

Executive Administrative Assistant

Department	Administration
Location	River Region
Status	Full Time
Work Schedule	Monday thru Friday
Description	Functions as Executive Assistant to the CEO. Coordinate general handling of inquiries, complaints and other correspondence directed to the CEO. Performs duties related to the Board of Directors and the Leadership Team. Maintains calendars and coordinates travel arrangements for the CEO as needed.
Experience	Two (2) years' administrative experience, preferably supporting executive level. Must have excellent computer skills.
Education	Some college preferred. Requires H.S. Diploma or equivalent

FINANCE

Senior Accountant

Department	Accounting/Finance
Location	River Region
Status	Full Time
Work Schedule	Monday thru Friday
Description	Will be responsible for providing management with relevant financial data necessary for budgetary and financial decisions. The position involves general accounting, property accounting, internal auditing and budgetary controls. Assists the Chief Financial Officer and management team on accounting issues and information.
Experience	Three (3) to Five (5) years accounting experience.
Education	B.S.degree in Accounting or Business.

Insurance Clerk

Department	Finance
Location	Lomac, Montgomery
Status	Full Time
Work Schedule	Monday – Friday
Description	Responsible for processing all claims and remittances in a timely manner.
Experience	Prefer one (1) year experience working in medical billing. Basic knowledge in medical terminology and coding procedures.
Education	Requires H.S. Diploma or equivalent. Medical, Billing and Coding certificate strongly preferred.

Patient Account Representative

Department	Registration (Evening Hours)
Location	Montgomery
Status	Full Time
Description	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.
Experience	Previous data entry experience. Medical terminology is preferred.
Education	Requires H.S. Diploma or equivalent.
# of Positions	5

Women, Infants and Children (WIC)

WIC Program Coordinator

Department	WIC
Location	Gateway
Status	Full Time
Work Schedule	Monday thru Friday
Description	The WIC Program Coordinator administers the WIC program, supervises and trains the WIC staff, submits required reports, and evaluates and assigns risk criteria to clients.
Skills	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.
Experience	Must be a Registered Dietician (RD) or Registered Nurse (RN). Experience as a Nutritionist. Supervisory experience desirable.
Education	Requires B.S. Degree in Nutrition or Registered Nurse (RN).

HEALTH INFORMATION MANAGEMENT

Health Information Management Clerk

Department	HIM
Location	River Region
Status	Full Time
Work Schedule	Monday thru Friday
Description	Performs clerical duties necessary to maintain an effective nurses station, including preparation of the initial medical record and scheduling of patient appointments.
Experience	Prefer six months experience in a medical office. Basic knowledge in computers.
Education	Requires H.S. Diploma or equivalent.
# of Positions	2

CASE MANAGEMENT

Case Manager

Department	Case Management
Location	Montgomery
Status	Full Time
Description	Assist patients in accessing available health care, social services and related systems in order that outcomes which contribute to physical and emotional health wellness and the minimizing of economics and psychological distress.
Experience	Previous case management experience a must.
Education	Bachelor's in Nursing, Social Work or equivalent.

HUMAN RESOURCES

Human Resources Coordinator

Department	Human Resources
Location	River Region
Status	Full Time
Work Schedule	Monday thru Friday
Description	This position is responsible for administrative support duties in the HR department. Included but not limited to: Maintain HRIS database, complete employment verifications for all new employees, coordinate performance review process and New Employee Orientation, filing First Report of Injury, work closely with insurance companies and answering employee questions as needed.
Experience	Three (3) years direct human resources experience. Must have excellent computer skills in Excel, Word and PowerPoint.
Education	Some college coursework in Human Resources required, B.S. in HR or applicable preferred.

WELLNESS CENTER

Wellness Advocate

Department	Wellness Center
Location	Montgomery
Status	Full Time
Description	Provides assistance to Wellness Center clients to help them achieve their wellness goals through a variety of activities such as exercise, cooking and fitness classes.
Experience	Some knowledge of health and fitness.
Education	High School Diploma

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Send your application

By email to: hr@hservinc.org

By mail to: Health Services Inc., Attn: HR Department, 1845 Cherry Street, Montgomery, AL 36107

Or drop off the application at the address above.