



## Patient Service Representative

Knox Public Health has a full-time Patient Service Representative position open in our Knox County Community Health Center (CHC) division. The responsibilities of this position will include but not be limited to: Performing a variety of administrative, clerical and CHC program related tasks, and assist in daily office needs including data entry of patient demographics, files and assists clients, general public and agency personnel in person and by telephone.

Requirements of this administrative support position are proficient communication, computer, organizational and customer service skills. Minimum of a high school diploma or Administrative Assistant technology certificate preferred and at least two (2) years office practice experience. Applicant must have the ability to calculate fractions, decimals, and percentages; and have the ability to manage multiple tasks in an efficient and accurate manner.

This position is Regular, full-time 40 hours per week, 8:00 a.m. – 4:30 p.m. Monday – Friday, subject to a rotating, or flexible, shift; may work additional hours, evenings, and/or weekends as required.

Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. Interested applicants should submit their resume and application for employment at our website at

<https://www.knoxhealth.com/index.php/administration/human-resources> Position open until filled.

**Knox Public Health regularly accepts resumes which are kept on file for one year from the date received.**

*Knox Public Health is an Equal Opportunity Employer Provider*

4/14/2021 (jef)