

- ✓ Ability to travel between both sites as well as attend other off site activities/events as required
- ✓ Excellent understanding of customer service as related to a medical service delivery
- ✓ Able to work effectively in a team environment

Adheres to HOFHC’s Guiding Principles:

Communication, Teamwork, Attitude, Diversity and Service

Equipment Operated:

Telephone	Computer	Printer
Fax machine	Copier	Scanner
Other office equipment as assigned		

Facility Environment:

Heart of Ohio Family Health Centers operates in three locations, 882 S. Hamilton Rd, Columbus, Ohio 43213 and 2365 Innis Rd, Columbus, Ohio 43224 and 5560 Chantry Dr, Columbus, Ohio 43232. All facilities are a medical office environment with front-desk reception area, separate patient examination rooms, nursing stations, pharmacy stock room, business offices, hallways and private toilet facilities. All facilities are on the main ground floor and ADA compliant.

This position’s primary work area is in an office within our facility.

The office area is:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office or medical equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person’s voice

- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed
Normal, steady work pace	2, although times may require multi-tasking
Randomly changing work pace	1
Fast, sometimes chaotic work pace	2
Independent decisions made without supervision	2
Exposure to trauma, grief, death, etc	0
Exposure to disease or bacteria	
Handles closed containers or vials of patients' bodily fluids or tissues	0
Required to wear safety clothing or equipment	0
Handles money (cash, checks or credit cards)	2
Interacts personally with public	1
Interacts with public via the telephone, letter, or other non-face-to-face measure	2

If you are qualified and interested in this position please submit your resume to Jaelyn at jwoodard@hofhc.org or Haydee at gsterling@hofhc.org