



Neighborhood Health – Farmers Market Assistant
Non-Exempt- Part-Time / Summer Only (June- September)

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 Farmers Market Assistant to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a Farmers Market Assistant, you will:

- ✓ Greets patients in a prompt, pleasant, and helpful manner.
- ✓ Assist WIC clients with navigating the farmers market app including downloading the app, initial set up, and guidance on how to utilize the app.
- ✓ Completes reports/projects in an accurate and prompt manner.
- ✓ Fully embraces the HCCI program and practices the principles on a daily basis with patients, staff, and guest utilizing the care giver pledge.
- ✓ Checks emails on a regular basis to remain current on any changes that may impact department.
- ✓ Works in conjunction with other Farmers Market Assistants to promote a "team effort".
- ✓ Attends and participates in meetings and in-services as required. Participates in professional development activities. Serves on committees as requested.
- ✓ Performs duties in accordance with NHC Standards of Conduct and Mission Statement.
- ✓ Performs related work as required and other duties (similar physical requirements and OSHA risk level) as assigned.

Requirements:

- A minimum of one year in an office setting, previous computer experience

Education Requirements:

- High School Diploma or GED preferred. Specialized training in office/secretarial work preferred.

Schedule: Wednesday 4:30pm-7:30pm at the McCormick market and Thursday 3:30pm-6:30pm

This position is Part-time with some benefits. We offer competitive pay, health, dental, accident, critical illness, and vision insurance as well as a 403(b)-retirement plan and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: 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