



**KEARNEY COUNTY**  
**HEALTH SERVICES**

**Clinic Nurse or Medical Assistant**

<b>Department Name:</b>	Minden Medical Clinic
<b>Reports To:</b>	Director of Primary Care
<b>Position Status:</b>	Full-Time
<b>Days and Hours:</b>	Monday – Friday: 8:00am - 5:00pm Saturday Rotation: 8:00am – 12:00pm

<b>Duties:</b>	<ul style="list-style-type: none"><li>• Prepare patients for examinations; maintain records of vital statistics and other pertinent data</li><li>• Administer injections and medications, dress wounds and incisions, interpret practitioner's instructions to patients, assist with emergency and minor surgery, licensing allows</li><li>• Maintain stock of supplies and medications</li><li>• Conduct specified laboratory tests, as licensing allows</li><li>• Screen calls to practitioners and make referral appointments with other physicians</li><li>• Other duties as requested by Clinic Director and/or practitioners</li></ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Must possess a valid current RN or LPN license State of Nebraska or Medical Assistant certification</li><li>• Must be able to communicate effectively</li><li>• Reliable, dependable, and have good attendance</li><li>• Ability to successfully work in team environment</li><li>• Must be able to comprehend all policies and procedures</li><li>• Must be able to document via electronic charting records</li><li>• Previous experience in clinical setting preferred</li></ul>
<b>Physical Requirements:</b>	<ul style="list-style-type: none"><li>• Regularly required to walk and stand for long periods of time</li><li>• Must be able to occasionally lift and/or move 50 or more pounds</li><li>• Must be capable of reading and comprehending clinical orders, policies, procedures, and regulations</li></ul>
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Competitive Wage</li><li>• Benefit package including: Health, Dental, and Vision Insurance, Company-Paid Life Insurance, Voluntary Life Insurance, Retirement Matching, AFLAC Supplemental Insurance</li><li>• Medical Credits</li><li>• Wellness Benefits</li><li>• Tuition Assistance and Continuing Education Allowance</li></ul>

*If interested please complete a Kearney County Health Services application online at [www.kchs.org](http://www.kchs.org) or return to: [info@kchs.org](mailto:info@kchs.org), 727 East St., Minden, NE 68959, or fax 308-832-3417. For additional information or questions, contact Human Resources at 308-832-3400 ext. 2727 or [bgrams@kchs.org](mailto:bgrams@kchs.org).*



W: 308.832.3400  
F: 308.832.3417



[www.kchs.org](http://www.kchs.org)



727 East First Street  
Minden, NE 68959