

# Veteran Employment Opportunities in Health Centers

People working in Health Centers perform a myriad of tasks across a wide variety of entry-level, mid-level and senior management job opportunities. The terminology or job title may vary slightly from health center to health center, or from what veterans may be used to hearing. However, veterans and health centers share an invaluable connection ... they share a ***culture of mutual values***, which makes them a great match for each other. See how a Health Center could be the place of employment for a veteran by referring to the examples of employment opportunities below:

## Job Title

## Job Description

### ADMINISTRATIVE JOBS

Administrative Officer / Clinic Manager / Facility Manager

Responsible for all aspects of day-to-day medical and dental clinic operations; managing and coordinating staff, facilities, quality and safety; and leading performance improvement initiatives in line with organizational goals and priorities.

Building / Facilities Maintenance Manager

Responsible to plan, prioritize, train, supervise and review the work of staff responsible for performing custodial services; and perform routine and extensive preventive maintenance and repair procedures on buildings, mechanical equipment and utility systems, including minor carpentry, plumbing, filter maintenance and light fixture maintenance.

Medical Records Staff

Creates new medical records and retrieves existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer; delivering records.

Patient Educator

Provide education to patients and families; including: finance/billing, care coordination, understanding medical terminology, specific health conditions, etc.

Patient Navigator / Community Health Worker

Assist patients and their families in navigating the various components of the healthcare system: coordinating care among providers, assisting with paperwork, arranging transportation, facilitating follow-up appointments, and/or participate in community outreach and building partnership with local agencies and groups.

Patient Translator

Expert in the translation of the spoken or written words into another language enabling patients, clients and business partners who do not speak the same language to communicate.

Procurement / Purchasing Staff

Work with vendors to purchase everything from medical equipment and medical supplies to paper goods and office supplies; maintain adequate inventory levels.

Registration Clerk / Front Desk / Receptionist / Scheduling Clerk

Function as often the first point of contact for all patients utilizing the health care facilities and services; manage the timely and accurate collection of important patient information, and function as a resource to patients entering the health center.

### CLINICAL JOBS

Dental Assistant

Supports dental care delivery by preparing treatment room, patient, instruments, and materials; passing instruments and materials; performing procedures in compliance with the dental practice act.

Dentists / Dental Hygienist

Provide direct and appropriate clinical care and treatment to patients in specialty areas as assigned.

Lab Technician

Working under the direct supervision of a physician or a medical technologist, they are required to administer tests of tissue, blood and bodily fluids in an effort to assist physicians in diagnosing and treating ailments.



Job Title	Job Description
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## CLINICAL JOBS

Medical Assistant	Affect the productive and efficient operation of assigned clinic or department through timely and attentive administrative support.
Medical Director/Chief Medical Officer	Functions as the clinical leader for all ambulatory health and primary care services; provide clinical oversight and direction to all clinical support services, including lab, radiology, pharmacy, and related functional areas; ensures that the mission and goals of the organization are realized through the professional and effective delivery of integrated health care solutions.
Pharmacist	Health practitioners who specialize in dispensing drugs prescribed by physicians and providing information to patients about their side effects and use.
Pharmacy Support Staff	Performs a variety of clerical tasks, following well-established guidelines, relating to the preparation of prescriptions.
Physician / Nurse Practitioner / Physician Assistant	Provide direct and appropriate clinical care and treatment to patients in specialty areas as assigned.
Registered Nurse / Licensed Practical Nurse	Provide relevant nursing and support services in an ambulatory or case management setting; provide care for patients with acute, chronic, and/or terminal illnesses including collection of data, administration of medications and treatments, and documentation of care provided (within their specific licensed areas).

## FINANCIAL JOBS

Accountant	Function as a subject matter expert in the tracking and reporting of all financial and operational outcomes for the organization.
Billing / Collections Staff	Compile information and submit claims to insurance companies and then subsequently bill patients.
Chief Financial Officer	Lead the development, implementation, and day to day management of all processes related to the following functions: accounting, financial reporting, budgeting, financial planning, business and operational reporting and analysis, performance measures, decision support and related matters.

## MANAGEMENT JOBS

Chief Information Officer / Information Technology Director	Responsible for the information technology and computer systems that support the health center goals and mission; manage the implementation of the useful technology to increase information accessibility and integrated systems management.
Chief Operating Officer	Responsible for planning, leading, directing, and achieving all business and operational results associated with functional areas of the health center/organization; ensure all health center operations meet community needs, and that all services are delivered in an efficient, productive, compliant and effective manner.
Human Resources Director	Provide leadership, direction, and day to day management of all human resources management and personnel administration functions.