

The background image shows the Modoc Medical Center building on the left, which has a sign for 'EMERGENCY' and 'MAIN ENTRANCE'. On the right, a white ambulance is parked. The text 'MODOC MEDICAL CENTER' is written in a large, stylized, orange and yellow font across the top. Below it, 'Job Announcement' is written in a bold, white font with a blue outline.

MODOC MEDICAL CENTER

Job Announcement

Join a Team That Lifts You Up. Live a Life That Fulfills You. Discover What Modoc County Has to Offer.

WARD CLERK

Extra | Day Shift | On-site

Wage: \$20.04-\$29.25/hr | Dependent on Experience

Modoc Medical Center (MMC) is accepting applications for an Extra (per diem), non-benefited Ward Clerk position at the Skilled Nursing Facility in Alturas, CA. Reporting to the Charge Nurse or Director of Nursing, the Ward Clerk plays a vital administrative role in supporting nursing staff and maintaining smooth operations within the facility. This position requires strong organizational skills, attention to detail, and the ability to manage multiple clerical tasks in a fast-paced healthcare environment.

Responsibilities

- Attend meetings and support staff communication
- Answer phones, receive faxes, and perform clerical tasks like typing and filing
- Enter and update daily vital signs and maintain forms and logs
- Review ADLs and MARs for errors
- Keep the nurse's station clean, organized, and stocked
- Order and restock supplies; maintain the supply room
- Handle staffing and scheduling, including time-off requests and finalizing schedules
- Perform other duties as assigned

Qualifications

- High school diploma or equivalent; 1-3 years healthcare or long-term care experience preferred
- Strong attention to detail with excellent organizational and interpersonal skills
- Good telephone etiquette and ability to work under deadlines
- Proficient with Microsoft Office and standard office equipment
- Ability to maintain confidentiality and physical ability to lift up to 25 lbs.

Benefits (Full-time positions)

- Relocation Assistance up to \$5,000 for eligible applicants
- Comprehensive Insurance Package: Medical, Dental, Vision, Life & AD&D
- Retirement: 457(b) plan with employer match & LIUNA Pension
- Work-Life Perks: PTO, EAP, longevity bonuses, & uniform allowance
- Education & Discounts: Tuition assistance + free care for employee/dependents after insurance

Apply Online at www.modocmedicalcenter.org

Modoc Medical Center Human Resources Department
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