

HOT JOBS

Multiple Positions *Garnet Health * Sullivan County, NY

Overview: Garnet Health is seeking Patient Access Representatives and Food Services Aides Full and Part time positions available. Schedule and hours may vary.

Overview:

The Patient Access Representative is an employee who is responsible for collecting accurate up front information to assure proper care for the patient as well as streamline the billing and collection process. The Patient Representative is to be versatile and able to register within all ancillary areas of the Patient Access Department.

Candidate should be able to coordinate with all departments of the facility.

Desired Skills:

- Strong communication
- Versatile with ability to multi task
- Function calmly with good judgment in difficult situations
- Assess behavior and encourage effective communication with ill and or upset patients under stress

Requirement:

1 year comparable experience and HS Diploma or Equivalent
Physical Exam including pre employment drug screen

Overview:

Food Services Aide is an employee who is responsible for performs a variety of patient resident and cafeteria services. Services may include; patient visitation, tray assembly and distribution, maintenance of patient related records, dishwashing, general sanitation, and cleaning of kitchen equipment and pantries.

Desired Skills:

- Amazing work ethic
- Ability to understand and follow safety procedures
- Ability to follow routine verbal and written instructions
- Excellent attention to detail

Requirement:

1 year comparable experience and HS Diploma or Equivalent
Physical Exam including pre employment drug screen

Apply:

Email Susan at Smurphy5@garnethealth.org