

NYC HEALTH+ HOSPITALS

WE ARE HIRING CLERICAL ASSOCIATES*

PLEASE SCAN THE QR CODE AND APPLY TO JOB ID #140371

NYC Health + Hospitals offers a competitive benefits package that includes:

Comprehensive Health Benefits for employees hired to work 20+ hrs. per week | Retirement Savings and Pension Plans | Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts | Loan Forgiveness Programs for eligible employees | College tuition discounts and professional development opportunities | College Savings Program | Union Benefits for eligible titles | Multiple employee discounts programs | Commuter Benefits Program

CURRENTLY HIRING FOR PROVISIONAL POSITIONS

Position and Qualifications:

Clerical Associate Level IV in Telephonic Financial Counseling Department – Annual Salary: $46,503

A high school diploma or its educational equivalent; **and**,

Six (6) months of full-time satisfactory clerical experience and/or experience interacting with the public, such as processing sales; taking, processing, and delivering orders; obtaining and dispensing information; listening to and resolving customers concerns, problems, and complaints; and/or performing related customer service activities.

Department Preferences

Certified Application Counselor (CAC) (preferred) | Registration, billing and collections and financial counseling workflows and modules in EPIC | Customer service skills | EPIC | WebEx Contact Center | Fax machine | Printer | Scanner

NYC Health + Hospitals is an EEO Employer

Kindness and care are built into our mission and our ICARE values: Integrity, Compassion, Accountability, Respect, Excellence.