

Healthcare at Foster Creek

Job Title:

Social Services Assistant/Medical Records Assistant

Job Summary :

Healthcare at Foster Creek is a long-term care facility, specializing in dementia care and mental health. We are looking for an individual who enjoys the aging population to assist social services and medical records.

Job Description:

Some of the duties include: scheduling transportation for resident medical appointments; stocking medical supplies; collect, sort and scan documents; filing; auditing of medical charts; escorting residents on medical appointments, as needed; maintaining records for hearing, vision, dental, and podiatry appointments; and other tasks.

Please feel free to contact us to fill out an application in person or online. We are an equal opportunity employer.