

# POSITION ANNOUNCEMENT

## Chitimacha Health Clinic **Contract Medical Care Clerk**

**SUMMARY:** This position performs a variety of clerical duties and assist with processing of medical / dental claims within the operation of the contract medical care services.

**EDUCATION AND/OR EXPERIENCE:** A High School Diploma or GED AND five (5) years of experience in the health insurance field or closely related field.

***Preference will be given to qualified Native Americans; Subject to Pre-employment and Random drug testing; A Background Investigation will be required.***

**TO APPLY:** View our website [www.chitimacha.gov](http://www.chitimacha.gov), or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission of application will be **Friday, July 01, 2022.**

