

Workforce Investment Trainee Program

Current Openings:

Each of these opportunities provide “priceless” experience working in the exciting field of healthcare administration. Schedules are part-time and flexible around your class schedule.

- ➔ **Operations Assistant** – Gain first-hand experience utilizing basic computer and phone skills to assist this Department with reconciling patient panels. Learn about client demographics and healthcare practice models.
- ➔ **Special Projects Assistant** – Use computer skills to learn to generate reports for healthcare analytics. Understand the importance of data-driven decision making by being a part of the team that provides critical information to all departments.
- ➔ **Information Technology Assistant** – work with our IT Department to implement new hardware, learn to answer basic help desk questions, and support the implementation of the newest version of our electronic health records software.
- ➔ **Finance Assistant** – Use your accounting and problem-solving skills as you learn to manage the general ledger for a \$16 million budget. Learn to reconcile multiple accounts and verify the work of others on a brand new, state of the art accounting system.
- ➔ **Billing and Coding assistant** – apply what you have learned in college by processing medical, dental and behavioral health superbills. Learn how to run and work an “aging report”, as well as many other aspects of the healthcare billing field.

Thinking about a career in Medicine or Dentistry?

- ➔ **Medical Assistant Trainee** – we are now accepting applications to train medical assistants on-site at our Sonora Medical Facility. Candidates will start by learning how to make specialty care referrals, and perform prior authorizations. Successful candidates will learn how to room patients and take vital signs. Upon successful completion of a list of competencies, candidates will be promoted to “medical assistant”. Continued training and education can result in additional promotion/raise to “certified medical assistant”.
- ➔ **Dental Assistant Trainee** – candidates start out learning the basics of cleaning rooms and dental instruments (sterilization techs). Successful candidates will become dental assistants and receive chairside experience and learn to take dental x-rays. After a prescribed number of hours of experience, candidates can receive training and may take the “registered dental assistant” license test.

As successful candidates complete the various levels of training and education, they will be eligible for additional promotions and raises. Trainees may work part-time, around existing school and family schedules. If interested, all trainees are eligible for any MACT full-time, benefitted position that becomes available. Apply online at www.macthealth.org!