

Administrative Coordinator (AC3)

Acadiana CARES, in conjunction with the Louisiana Office of Public Health STD/HIV/Hepatitis Program, seeks an Administrative Coordinator to provide clerical support in a public health clinic. Duties include registering patients, scheduling appointments, completing forms, data entry, and other clerical tasks. Qualifications include a high school diploma or equivalent and a minimum of three years of related clerical experience. Previous experience with Electronic Medical Records (EMR) is preferred.

To apply for this position, send cover letter and resume to Janila Bailey via email: Janila.Bailey@La.Gov. Application is **Open Until Filled**. EEO/AA Employer