

# Visiting Nurse & Hospice of Litchfield County



## **Weekend Team Assistant Position at Visiting Nurse & Hospice of Litchfield County**

Part-time opening in the Winsted, CT office at 32 Union Street. Position is non-benefited at 12 hours/week. Saturday & Sunday Hours Sat: 8am-4pm (1/2 lunch) Sun: 8:30am-1pm. Strong Computer and professional communication skill set, must have a professional and reliable work ethic.

This position will include triaging phone calls, providing admin support to the weekend team, accessing referral portals, inputting new patient referrals, scanning/indexing medical documents within the Netsmart/All Docs electronic medical record software. Proficient in Microsoft, Word, Excel, Outlook, and PowerPoint. Knowledge of Netsmart electronic medical records a plus. The ideal candidate must be organized, detail-oriented, and able to multi-task in a fast-paced environment. This position reports to the weekend supervisor.

Pay: \$18.00 - \$22.00 per hour

Please email your resume to [agarrison@foothillsvna.org](mailto:agarrison@foothillsvna.org).

For more information, please call (860) 379-8561 or visit [www.vnhlc.org](http://www.vnhlc.org).