



1222 North Drive, Mt. Pleasant, MI 48858 • Ph: (989) 772-2957 • Fax: (989) 772-3669 • Website: [mcf.isabellacounty.org](http://mcf.isabellacounty.org)

### **Full Time Scheduling Clerk**

Isabella County Medical Care Facility, a 100 bed skilled nursing facility is seeking a full time scheduling clerk to ensure the Licensed Nurse and Certified Nurse Aide (CNA) schedules are accurately prepared and published in a timely manner according to facility policy and procedure. The successful candidate must possess a minimum of a high school diploma or equivalent (associates degree preferred), be proficient with the use of computers and Microsoft Office, must be willing to learn new technologies and methods, must display patience and tact with employees, and must be able to work harmoniously with all staff and departments as a member of the MCF team. Competitive wage with comprehensive benefit package, including medical/prescription/vision/dental, 401a retirement plan and life insurance policy. Applications accepted on-line at [mcf.isabellacounty.org](http://mcf.isabellacounty.org) or apply in-person at Isabella County Medical Care Facility, 1222 North Drive, Mt. Pleasant, MI 48858. EOE.