

North Haven Medical Clinic Clinic Assistant

Job Opening: The Town of North Haven is looking for someone to serve as Clinic Assistant. A well-qualified candidate will be organized, detail oriented, possess excellent communication, computer, and interpersonal skills, have an interest in healthcare, and demonstrate compassion and patience.

Hours: Six hours per day, Monday through Friday. The Clinic is open Monday through Friday for 5 hours each day; the Clinic Assistant would be expected to arrive 30 minutes before the Clinic opens and remain for 30 minutes after it closes.

Flexible Arrangement: The Town would consider adjusting the Clinic's hours to accommodate a parent with children in daycare or school. Likewise, the Town would consider hiring two people to serve as a team, to accommodate other commitments.

Pay & Benefits: The Town offers competitive pay and benefits.

Interested? Please call or email Rick Lattimer in the Town Office, 867.4433 or administrator@northhavenmaine.org.