

## **NEIGHBORHOOD CARE SITES**

### **Community Medicine**

Department: Community Medicine  
Contact: Nancy McBride  
Job: Clerical  
Location: 3595 Olentangy River Rd. Columbus, OH 43214  
Days needed: Mon-Fri  
Job Duties: Checking people in on the computer, directing to areas of the office, Sorting mail, and answering the phone

### **Homereach**

Department: Home Care Home Medical Equipment  
Contact: Amy Sizer  
Job: Clerical  
Location: 7708 Green Meadows Dr. Lewis, Center, OH 43035  
Days needed: Mon-Fri  
Time: 8-4pm (flexible shifts)  
Job Duties: Light warehouse and other clerical duties

### **McConnell Heart Health Center**

Department: Cafeteria, Records Department, offices  
Contact: Mike McCauley - cafe  
Job: Clerical, Service  
Location: 3773 Olentangy River Road  
Days needed: Mon-Fri/Saturday and Sunday  
Time: 5:30am-7:30pm/ 7:30am-7:30pm  
Job Duties: Staff the Longaberger Cafe', assist in Pulmonary and Cardiac Rehab, Clerical and data entry, assist with outside yard work, and help in Retail and Aquatic areas.

### **Midwest Physician Anesthesia Services**

Department: Anesthesia  
Contact: Eileen Krotine  
Job: Adm Asst  
Location: 5151 Reed Rd. Ste 105B  
Days needed: Mon-Thurs  
Time: 9am (4-6 hrs)  
Job Duties: scan documents, filing, mailing, computer entry

### **ROSC (Riverside Outpatient Surgery Center)**

Department: Reception Area  
Contact: Lynn Merchant  
Job: Customer Service

Location: 2240 North Bank Dr. Columbus, OH 43220  
Days needed: Wednesday, Thursday  
Time: 7-12pm, flexible hours (can come as early as 6am)  
Job Duties: Greeting patients, taking care of family members, taking charts back and forth, and other duties as assigned by the staff at the reception area.

### **Gahanna Health Center**

Department: Gahanna Health Center  
Contact: Robert Davies (supervisor)  
Job: Clerical  
Location: 765 Hamilton Rd. Gahanna, OH 43230  
Days needed: Mon-Fri  
Time: 8am-5pm  
Job Duties: Filing, photo copying, shredding, answer phones, directing patients

### **Hilliard Sports Medicine and Rehabilitation**

Department: Hilliard Sports Medicine and Rehabilitation  
Contact: Pauline Russ  
Location: 765 Hamilton Rd. Gahanna, OH 43230