

Posted 03/05/2026



Unified Community Services
Serving Grant and Iowa Counties

Unified Community Services is seeking a full-time applicant for an **Administrative Professional** position who will rotate as needed between our Lancaster and Dodgeville office. Here at Unified Community Services, we are looking for employees who have a deep drive to serve their community and desire for more than a paycheck. We're looking for partners to help us during the process of creating, implementing, and evaluating systems that get the work done in a way where people are valued deeply every step of the way. We offer a rewarding work environment with many great benefits.

Benefit Position: 80 hours bi-weekly; Monday – Friday, 8 a.m. to 4:30 p.m.

Start Rate: \$21.65

Minimum Qualifications

- An associate degree in Health Information Technology or Administrative Professional
OR
- Two years of experience in the administrative professional field
- Transferrable experience and training may be considered

Essential Duties and Responsibilities

- Schedule appointments and maintain schedules
- Accurately enter data into the electronic health record
- Manage a multi-line switchboard
- Accept client payments and process according to procedure
- Maintain documents in the electronic health record
- Collect insurance information
- Provide support to staff as needed
- Perform general administrative office tasks

Required Knowledge, Skills, and Abilities

- Good attitude and great social skills
- Communicates well verbally and in writing
- Compassionate and has a passion for helping others
- Maintains confidentiality in health care and social care
- Calm and optimistic during interruptions and under pressure
- Flexible with changing priorities due to emerging patient/clinician needs
- Professional appearance and demeanor that puts clients at ease

How to Apply: A Grant County Employment Application may be obtained at www.co.grant.wi.gov or by contacting the Human Resource Department at (608) 723-2540. **Letter of interest, resume, and Grant County application should be submitted by 4 p.m. on Friday, March 13, 2026 to:**

Grant County Human Resources
111 S. Jefferson St. – PO Box 529
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*