



**Warren County Career Center**  
3529 N. St. Rt. 48  
Lebanon, Ohio 45036

***EMPLOYMENT OPPORTUNITIES***

**POSITION:           Adult Education Medical Bill and Coding Instructor  
(Part-Time Hourly)**

Share your knowledge and skills with adult students at the Warren County Career Center. We provide quality job-focused programs to prepare adult students for a successful career. This is a part time evening position that offers a competitive hourly wage.

Qualifications:     High School diploma  
                          5 years experience in medical coding and billing with a sound working knowledge of ICD-9 and CPT  
                          Exceptional verbal and written communication skills  
                          Proficient with technology  
                          Must be able to pass criminal background check

Reports to:           Director of Adult Education

Starting date:        ASAP

Salary:               Competitive hourly wage as per adopted salary schedule

Contact:             Submit letter of interest/resume to:  
                          Warren County Career Center  
                          Patti Veroni, HR Specialist  
                          3529 N. St. Rt. 48  
                          Lebanon, Ohio 45036  
                          (513) 932-5677, ext. 5238  
                          Fax: (513) 932-0775  
                          or by e-mail at [patti.veroni@mywccc.org](mailto:patti.veroni@mywccc.org)

Application Deadline: Until position is filled