

## **POSITION AVAILABLE**

### **PART-TIME PUBLIC HEALTH ASSISTANT/CLERK**

Opening available for a part-time Public Health Assistant/Clerk. Position is part-time at 20 hours per week with benefits. People who previously applied for this position do not need to apply again. Job description and application forms are available from Clerk and Recorder's Office, Granite County Courthouse, 220 N. Sansome Street, P O Box 925, Philipsburg, MT 59858, telephone 859-7023 or email [mike@co.granite.mt.us](mailto:mike@co.granite.mt.us) or on county's website [www.co.granite.mt.us](http://www.co.granite.mt.us). Signed Granite County application form required. Applications due at above address by 5:00 p.m., on Thursday, January 24, 2019.

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## GRANITE COUNTY

### POSITION DESCRIPTION

September 2018

**POSITION:** Part-time Public Health Assistant/Clerk

**DEPARTMENT:** Granite County Public Health

**ACCOUNTABLE TO:** Granite County Public Health Nurse

**POSITION STATUS:** Part-time, limited to 20 hours per week. Starts at Grade 7, Entry Level on Granite County pay matrix.

#### **SUMMARY OF WORK:**

- 1) Insurance Contracts: Obtain a complete list of all current “in network” (Public Health) providers and “out of network” providers to ensure reimbursement for immunizations provided.
- 2) If unsure of status of Insurance Company’s reimbursement, to contact administrator plan PRIOR to any immunizations given to avoid non-reimbursement of immunizations given.
- 3) Ensure all insurance cards are “current” for proper billing.
- 4) Data entry into imMTrax State Immunization program on all clients receiving immunizations, merge records if other personal records not previously entered into imMTrax.
- 5) Assist with completion of all Registration for immunizations given (registration sheet, child-teen and adult screening information, Vaccine Administration page, copy of any/all insurance cards available, Encounter forms completed), scan all completed forms into computer and send via “Monida Share File” secure system for billing.
- 6) Vaccine Information Statements (“VIS”) Copy and stock all vaccines supplied to locations (Drummond, Philipsburg)
- 7) Assist with organization of off-site immunization clinics (communicate with other organizations to obtain dates of availability under assistance of PHN, obtain supplies, assist with distribution of flyers, postcards, event promotion and transport cooler to events as needed).
- 8) Stocking and reordering of immunization supplies (alcohol wipes, bandaids, needles/syringes, Clorox wipes, paper towels, toilet paper, cleaning supplies, pump soap, waters/treats for kids)
- 9) Cleaning of Drummond office (weekly). Includes: vacuuming, clean sink/toilet, refill paper towels, clean changing table and restock with diapers/wipes if needed, sweep/shovel front porch, update dry erase board with weekly updates/hours of availability.
- 10) Contact individuals for reminders of immunizations needed/scheduled.
- 11) Filing of documents into file cabinets/manuals
- 12) Assist with organization of manuals to ensure most up to date versions in chronological order
- 13) Data Loggers: Maintain both sites (refrigerators, freezers) with monthly checklists, download data loggers into computer on a monthly basis (“Data Logger”) and also portable cooler (“Control Solutions”).
- 14) Defrost freezers as needed (minimum of every 6 months)
- 15) Assist with Vaccine Inventory and reordering of vaccines as needed (monthly)
- 16) Update brochure display in offices and restock as needed.
- 17) Attend Senior Centers monthly (Drummond & Philipsburg) and Food Pantry (Fridays) for

assisting with Blood Pressure checks, immunizations, and other screening and education under the direction of PHN.

18) Assist with WIC clinics (set up, clean up, summary on spreadsheet of 'totals').

19) Update all Area V files to ensure files are completed.

20) Check fire hydrants monthly and note date/amount (weight) of each tank for safety protocols.

### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs clerical duties requiring adherence to standards of accuracy, detail, timeliness, and confidentiality in the maintaining of records for Granite County Public Health. Must be able to work flexible hours. Must be able to work with frequent interruptions.

**Personal Contacts:** Daily contact with the public to process documents and provide information.

**Supervision Received:** Works under the direct supervision of the Granite County Public Health Nurse.

**Essential Functions:** Position requires ability to communicate orally and in writing; type; file; update files, educational information, records; retrieve and return heavy books; climb stairs; operate office machines (HP printers, computer, copy machine, calculator). Must carry a cell phone.

**PHYSICAL/ENVIRONMENTAL DEMANDS:** The work requires some physical exertion such as bending, walking and lifting boxes of files and small children (up to 40 pounds). The employee may risk exposure to potentially dangerous situations, including exposure to communicable diseases.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

**ImMTrax:** Accurate data entry into imMTrax, annual training and updates as needed. Able to produce a report of current inventory, adding inventory, client information and responsible persons and all other ImMTrax functions.

**Grants:** Able to obtain information requested by PHN for drafting grants and collaboration with writing. Filing; Prompt filing of documents for "hard copies" and computer drive copies, using a thumb drive for saving documents.

**Customer Service:** answers questions; searches for recorded documents, answers questions and accurate messages received. Receipts for clients paying "cash" for immunization services. Attends all quarterly Board of Health meetings as needed and Commissioners meetings.

Performs other duties as needed.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of office procedures and the use of office machines including a computer; knowledge of immunization practices, imMTrax (will train), sanitization of work stations.

**Skills:** This position requires skills in operation of computer programs (excel, word, power point desired) and operation of copying and filing systems.

**Abilities:** This position requires the ability to: pay attention to accuracy and timeliness of documents; maintain standards of confidentiality and integrity; be flexible to work varied hours; know and apply legal guidelines; communicate effectively orally and in writing; follow verbal and written instructions; lift heavy books; establish effective working relationships with fellow employees, public officials, children, parents, school officials and the general public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or GED.
- Experience in an office setting and with computers preferred.
- Bookkeeping experience helpful.
- Experience in working with the public preferred.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance standards include, but are not limited to, the following:

- Performs assigned duties.
- Is able to work a flexible schedule.
- Processes documents accurately and in a timely manner.
- Receives and processes documents following established procedures and rules.
- Capably assists with immunization clinics as needed.
- Helps maintain an efficient and effective office environment.
- Ensures the confidentiality of documents and immunization information.
- Observes work hours.
- Demonstrates punctuality.
- Displays tact, consideration, and cooperation when dealing with the public.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.