

POSITION OPENING

Clerical Public Health Assistant

The Grant County Family and Community Health Service has a job opening for a Clerical Public Health Assistant. This position requires the employee to perform clerical and support functions such as the navigation and competent use of multiple software systems for the use of medical reports. Duties also include screening calls, email, messaging, greeting clients, referring clients, providing an explanation of the WIC program and any other duties assigned. Client confidentiality is required. The job description and the application can be found on the Grant County website of www.grantcounty.sd.gov at the Community Health Office or the Grant County Auditor's Office.

Please return the application to the Grant County Auditor or email to: karen.layher@grantcountysd.us

The starting salary is \$16.45 per hour and includes benefits of health insurance, retirement, paid holiday, vacation, and sick leave.

The position is open until filled. Grant County is an EOE.

Oct 26

Nov 2

Grant County

Job Description

Job Title: Administrative Support Secretary/Public Health Assistant

Reports to: Grant County Auditor

Summary:

The Public Health Assistant is a member of a team providing public health services for individuals, families, and communities. Will learn and apply policies and procedures for multiple programs within the SD Department of Health. The paraprofessional responsibilities include, but are not limited to: reception, client interaction in person, via phone and other technologies, scheduling appointments, client reminders, determining eligibility for public health programs, completing marketing/outreach activities, supply ordering and maintaining inventories, maintaining resource referral lists, completing monthly report requirements.

Duties and Responsibilities:

- Position will enroll eligible participants in the Women, Infants and Children (WIC) program, completing certifications, instructing on and issuing food benefits, and serving as the liaison to WIC food vendors for investigation and resolution of vendor and participant shopping issues.
- Will interview clients for basic medical/social/nutrition history.
- Will complete basic health screenings as part of the certification process and will provide basic nutrition education.
- Will link clients to health and social resources.
- Will have duties related to the billing and collection of fees.
- Will complete immunization recall/reminders for infants and children and review immunization records in consultation and collaboration with health professionals.
- May be trained to assess vital signs, provide childhood developmental screenings, and provide hearing or vision screening.
- May assist with obtaining anthropometrics as well as providing education to clients.
- Team member will be trained to meet the required level of expertise to perform duties described, and will have initial and annual proficiency testing for paraprofessional duties.

Qualification Requirements:

- Ideal candidate will have effective communication skills that support the development of collaborative working relationships with clients, families, co-workers, and community partners.

- Will demonstrate empathy, initiative, and professionalism.
- Will be organized, plan ahead, and set goals and priorities.
- The ideal candidate will work both autonomously and cooperatively with his/her team to help achieve Department of Health strategic goals.
- Effectively communicates with team members.
- Proficient with computers and various software programs.
- Truthful and dependable, accepts responsibility for actions, maintains confidentiality, acts respectfully towards others, and demonstrates commitment to the organization.
- Attends to all details of assignments and completes work properly, accurately, and thoroughly.

Education and/or Experience:

- Minimum of a high school diploma or GED.
- Experience with customer service is beneficial but not necessary