

County of Grundy--Job Posting Health Department



Date of Posting: March 31, 2021

Applications Accepted Until: Posted until filled

Job Title: Health Department Secretary

Employee Status: Full Time, 37.50/week, Non-exempt

Union Affiliation: AFSMCE

Rate of Pay: \$13.00 - \$14.15 / hour

SUMMARY

This position requires a high degree of organization and communication skills necessary to accomplish the various tasks within the goal of increased client access to services/programs and improved interdepartmental communication. A major emphasis of this position will be providing telephone and clerical support to the general public as it relates to COVID-19. This shall include answering guidance or protocol questions, providing assistance in scheduling appointments, and other forms of communication to all members of our community. The position entails various functions that are labeled records management. Records management requirements for the department vary by unit and with programs. This position is responsible for the management, retention, receipt, dissemination of information, observing HIPAA confidentiality guidelines, and staffing the front desk in a professional and courteous manner. Maintaining information needed to assist clients, staff, residents and others and the ability to work in an electronic health records systems accurately and quickly. Multi-tasking skills and knowledge of office equipment operation are needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides quality customer service to all clients of the Health Department with clarity, respect and dignity.

1. Emphasis shall be placed on response efforts associated with COVID-19, including, but not limited to, vaccination.
2. Provide administrative assistance to the Health Department including, but not limited to:
 - a) Act as the first point of contact for health department clients in the check-in process and also field all phone calls that come into the health department.
 - b) Provides office and clerical support to divisions, which may include faxing, filing and mailing.
 - c) Receives and receipts payments for services and activities.
 - d) Maintain and update records in the Electronic Health Record system.
 - e) Performs clerical activities, including ordering and maintaining office supplies and maintaining division inventory.
 - f) Screens incoming requests for service to determine the urgency of contact. Refers clients needing immediate attention to the appropriate personnel. Completes initial registration for Nursing and Mental Health clients along with obtaining necessary demographic information, insurance, releases, and other paperwork as deemed necessary for the registration process.
3. Responsible for learning all aspects and job areas of the front desk.
4. Takes action when receiving a crisis call. Informs appropriate personnel of situation at hand and makes required immediate calls to i.e. police, ambulance, and hospital.
5. Gatekeeper of client/patient files, in both hard copy and the Electric Health Records system. Data entry pertinent to the client files.
6. Assists in appointments, reminder calls, scheduling and other related requests.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell as well as lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

MINIMUM REQUIREMENTS

Requires high school diploma or equivalent and a minimum of two (2) years' experience in a clerical position. Previous experience in an Electronic Health Record system and Insurance verification is an asset. A college certification in secretarial science or any combination of experience, education, and training which would provide the level of knowledge, skills and ability, preferred.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyco.org with "Health Department Secretary" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).