FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Health Program Assistant I DATE OPENED: 12/21/2020

DEPARTMENT: Immunizations Clinic / Health Department CLOSING DATE: 01/04/2021

If you have any questions about this position vacancy, call: (406) 751 - 8109 .

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: MPEA - Health

✓ FULL TIME ✓ REGULAR (YEAR ROUND POSITION)

___ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per

STARTING WAGE: $ 13.84 per Hour

SALARY AT:
1 YEAR STEP: $ 14.53 per Hour
2 YEAR STEP: $ 14.77 per Hour
3 YEAR STEP: $ 15.00 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County, MT
Range: Health/1
Code: 13070

HEALTH PROGRAM ASSISTANT I

DEFINITION

Under supervision of a program director or coordinator, performs a variety of office and program duties in support of a public health service program.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (The following are intended to illustrate typical duties and responsibilities; they are not meant to be all inclusive or restrictive.)

1. Schedules appointments; checks patients in, assesses fees, and prepares written or computerized forms for services to be provided; receives payments from clients in the form of cash or checks; maintains records of monies received and balances payments with receipts.
2. Serves as office receptionist; maintains files; operates a personal computer with word processing or other applications to enter or retrieve information and prepare correspondence; takes minutes at meetings; assesses the status of program supplies.
3. Provides information to the public on the nature of the program and the program requirements; interview participants, obtaining personal information to determine program eligibility.
4. Compiles information from files; makes copies of documents; maintains medical files; completes daily logs and monthly activity reports.
5. Prepares laboratory specimens for mailing; records lab results in client charts; performs limited laboratory testing as directed.
6. Performs related work as assigned.

Work is performed in an office environment and requires typical range of motion and physical agility associated with the operation of office equipment.

MINIMUM REQUIREMENTS

Education:

High school graduation or equivalent, preferably supplemented by course work or training in office-related subjects.

Experience:

Previous office experience involving public contact and the operation of a personal computer. Experience in a medical setting which included considerable public contact preferred, but not required.

Knowledge of:

- General office practices and procedures
- The operation of personal computers with word processing software

Ability to:

- Maintain effective working relationships with division and department staff. Meet the public in a pleasant and courteous manner.
- Operate personal computers with word processing software. Learn the procedures of the assigned office/program.

CLASSIFICATION:
Grade 1

Adopted:

Action	Date	Reference
Adopted	11/19/2009	Commissioner's Minutes