



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: HEALTH PROGRAM ASSISTANT II

DEPARTMENT: HEALTH DEPT

If you have any questions about this position vacancy please call: 406-751-8019

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MFPE #520

FULL TIME     REGULAR  
(YEAR ROUND POSITION)

STARTING WAGE:        \$16.40        per hour

PART TIME     SEASONAL

SALARY AT:

1 Year Step        \$17.22        per hour

2 Year Step        \$17.65        per hour

3 Year Step        \$18.09        per hour

TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](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 is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b> Health Program Assistant II	<b>Job Code:</b> 13080
<b>Department:</b> Health Department	<b>Pay Grade:</b> Health 2
<b>Reports to:</b> Division Manager	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Family Planning clinic is operated under Title X of the Public Health Service Act and provides medical and reproductive health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Under supervision of a division manager, assists professional staff by obtaining information from clients or researching health department records relating to the certification processes, providing support-level advise and health education to clients, maintaining client health and other health department records, and other program-related duties. May provide administrative assistance to program manager or health professional.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Explains the services of the program to community members; interviews clients to obtain financial, health-related and demographic information in order to determine eligibility for certain program services as well as obtaining information to associate client and demographic information.
- Maintains records of health department activities for reporting purposes.
- Monitors inventory of supplies required for effective program management and generates ordering lists to appropriate vendors.
- Prepares laboratory specimens for pick up or mailing.
- Prepares daily financial summary reports to include revenue received for deposit.

- Prepares client or activity-specific billing. This requires the ability to verify insurance status by utilizing the various insurance portals. Requires the ability to verify proper billing codes.
- Assists health professionals by obtaining information required for action.
- Responsible for scheduling activities of client and staff.
- Provides administrative assistance to support efficient workflow; answers the phone and provides information or schedules appointments.
- Performs related work as assigned.

**Non-Essential Functions:**

Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:**

Work is performed in an office and clinic environment and requires typical range of motion and physical agility associated with the operation of office equipment. Work also requires exposure to body fluids and may require the use of rubber gloves and other personal protective equipment.

**Supervision Exercised:** This is a non-supervisory position.

**Knowledge, Skills, and Abilities:**

- Knowledge of office support procedures used to provide assistance to a program manager or director.
- Knowledge of meaning of medical terminology used in the assigned office.
- Knowledge of effective communication techniques.
- Knowledge of the operation of personal computers with word processing, spreadsheet, or database applications.
- Skills performing office support duties including the operation of personal computers with word processing, spreadsheet, or data base applications.
- Skills dealing with the public in a professional and courteous manner.
- Skills communicating effectively in writing and verbally.
- Ability to maintain effective working relationships with division and department staff, and the public.
- Ability to learn the specific requirements of the position in the assigned health program area.
- Ability to multitask in a busy office environment with frequent interruptions.

**Education and Experience:**

- High school graduation or equivalent, preferably supplemented by course work or training in the health sciences.
- Experience in public health program including performing office and support duties including the operation of personal computers and considerable contact with the public.

Action	Date	Reference
Adopted	5/18/2009	Commissioners' Minutes
Revised	10/29/2014	Commissioners' Minutes
Revised	5/21/2015	Commissioners' Minutes
Revised	04/20/2022	Commissioners' Minutes