

Administrative and Program Assistant

Blaine County has an opening in the Blaine County Health Department for a Administrative and Program Assistant. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **Position is open until filled.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY POSITION DESCRIPTION

Position: Public Health Administrative and Program Assistant
Full-time, 40 hours/week

Department: Blaine County Health Department

Summary of Work: Under the supervision of the Blaine County Health Department Supervisor. This position affects the physical well-being of the citizens of Blaine County. This position will be responsible for maintaining confidentiality of patient and program information. Ability to multi-task and communicate effectively, both orally and in writing; maintain records; provide front-line services to the public, perform various clerical and administrative assistant duties as needed; prepare reports; operate a computer, and other office machines. This position requires daily contact with the public through the phone and in person to greet, provide a variety of information, direct individuals to community services and other organizations, and/or make appointments. This position will coordinate insurance billing and billing of patients for health department services. Knowledge of or ability to obtain knowledge of procedure and diagnosis coding for billing if necessary.

This position also will provide aid, support, and coordination to various health programs as a member of a multi-disciplinary team. These programs include but are not limited to, Chronic Disease, Immunization, Maternal Child Health, and Public Health Emergency Preparedness. Training will be provided for these duties.

This position may also include assistance with contact tracing and case investigation as needed. Training will be provided for this duty.

Job Characteristics/ Essential Functions:

- Stooping, bending, and ability to lift up-to 25 pounds
- Ability to access office files
- Ability to enter and access information using a computer
- Lift and carry supplies needed to perform various community interventions
- May have exposure to inclement weather
- Take accurate meeting minutes
- Ability to deal ethically with sensitive and protected health information and respond appropriately and maintain confidentiality
- Assist with maintenance of office and clinic supplies
- Answers a multi-lines telephone, route calls, takes messages, schedules appointments
- Enters patient immunization records into the State Immunization Registry
- Accurately maintains filing systems

- May assist nurse in life threatening situations including, but not limited to, administering CPR
- May assist with children during immunization visits
- Maintains accurate and timely records
- Deals tactfully and courteously with the public
- May sort and distribute mail daily
- May assist with monthly claims, budget preparation
- May represent the department on various committees throughout the county as determined by department
- Money management for services provided to include taking payments, co-pays, and insurance information
- Coordinate insurance billing and billing of patients for health department services
- Assist with routine vaccine management (monitoring fridge temps, entering vaccines given, and providing immunization records to patients/parents)
- Establishes and maintains effective working relationships with fellow employees, supervisor, and the public
- Available at alternative hours for special clinics (flu clinics, wellness fairs, etc.)
- May provide and assist with technical support within the office as needed
- Assist with contract/grant reports as directed for programs listed above
- Assist with outreach and education with the various programs listed previously
- Attend workshops, trainings and conferences as directed
- May perform a variety of miscellaneous duties such as running errands, picking up supplies needed for meetings, coordinating use of County facilities, setting up tables and chairs, etc.
- Ability to work independently and efficiently as well as with the health department team
- Observes work hours and demonstrate punctuality
- Respond to public health emergencies as required by the department
- Ability to multi-task under pressure and time constraints. Ability to work with a group and on individual projects as assigned. Creativity in promoting events and creating event ideas is desirable.
- Able to establish effective working relationships with fellow employees, supervisor, local and regional partners and the public
- Ability to partner with the tri-county area (which includes Blaine, Hill and Phillips Counties as well as the Fort Belknap Reservation and Rocky Boy's Reservation) to provide public health programming in coordination with Montana DPHHS (ex. Montana Breast & Cervical Cancer Program and WISEWOMAN Program)
- Able to become certified to instruct state-funded healthy living community programs, and report on programs offered throughout our tri-county area (Chronic Disease program)
- Ability to work with a regional team to improve crisis diversion systems and mental health
- Additional duties as assigned and directed by the Blaine County Health Department Supervisor

Personal Contacts: Frequent interactions with other county departments, the public and co-workers happen daily. Continuous and harmonious interactions are necessary and required.

Education and Experience:

1. High School diploma/GED Equivalent
2. Possession of current Montana driver's license or the ability to obtain within thirty (30) days of hire
3. Ability to travel throughout the county and state as needed
4. Required to obtain on the job training in ICS 100, 200 and 700
5. Required to obtain on the job training in contact tracing
6. Required to become a certified instructor for various wellness programs within the Chronic Disease Program (ex. Stepping On, Walk with Ease, etc. and co-facilitate workshops in a tri-county region, to include Blaine, Hill, and Phillips Counties).
7. Possession of current CPR certification or the ability to obtain within thirty (30) days of hire
8. Experience with medical terminology is preferred
9. Two years' experience in office setting with use of Microsoft Office, and experience with medical insurance billing and immunization terminology preferred

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Position dependent on funding.

**Administrative and Program Assistant
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00. Modification of the work week is at the discretion of the supervisor.
Salary:	\$24.31 per hour: \$50,564.80 annually ***85% is for the first six (6) months: \$20.66 per hour ***90% is for month 7 to 12: \$21.88 per hour
Health Insurance:	County contributes \$1,300.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 9.07% Contribution by County
Vacation Leave:	Employee earns .0577 per hour(s) worked. Eligible for use after 180 days of continuous employment.
Sick Leave:	Employee earns .04615 per hour(s) worked. Eligible for use after 90 days of continuous employment.
Probationary Period:	Twelve (12) Months