DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING

Job Classification: One (1) Full Time Clinic/Office Secretary

Base Site: Tawas/Harrisville Office

Grade: 2

Rate of Pay: $11.92/hr. – $14.66/hr.

The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

General Summary
Under the supervision of the Community Health Director, acts as the Clinic/Office Secretary for the Health Department, receiving calls and walk-in visitors and providing them with information or directing them to the appropriate person or office. Performs a variety of clerical/clinical tasks.

Duties
- Customer service: receptionist and telephones.
- Receives clients and their families at a clinic or screening site. Coordinated initial interview, gathers background information and assists in the completion of various forms and application.
- Processes various applications to verify client information, taking health histories, checking statistical data for accuracy and completeness and verifying the eligibility.
- Monitors client’s medical record assuring the proper documentation and completes to assure appropriate client billing.
- May obtain blood and urine samples or receive such samples and conduct routine tests.
- Makes referrals to other health department programs and clinics as appropriate.
- Types a variety of letters and forms. Prepares mailings.

This list is not inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Education/Experience
- Possession of a high school diploma or equivalent.
- One (1) year of clerical experience preferably in a clinic or medical office or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Ability to proficiently use Microsoft Word, Excel and agency databases.

Other Requirements
- Valid Michigan driver’s license; own means of transportation.
- Works in office conditions but may include some travel.
- Ability to effectively communicate or relate with staff and the public in a professional capacity and provide service in a culturally competent manner.
- Initial and annual training pertaining to OSHA’s Blood Borne Pathogen Standard.

Applications are available at Health Department Offices or on the DHD2 website: www.dhd2.org. Submit applications/resume to Personnel Department, 630 Progress St., West Branch, MI 48661 or by e-mail to vsherosky@dhd2.com. An application must be completed before interview. This position is opened until February 7, 2020.

District Health Department No. 2 is an Equal Opportunity Employer.