DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING

Job Classification: Full-Time Secretary
Base Site: West Branch
Grade: 2
Rate of Pay: Starting: $11.92/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 a secretary to provide excellent customer service, portray a professional image and help achieve the goals of the agency. Performs a variety of clerical/clinical tasks when working in the clinic. Receiving calls and walk-in visitors and makes appropriate referrals. The position requires flexibility and the ability to multi-task.

Duties
• Customer service; receptionist and telephones.
• Reception skills which include answering telephones in a courteous and efficient manner.
• Greets clients at a clinic or screening site. Assists with registration, collects insurance and other demographic data, and assists with the completion of forms as needed.
• Maintains client records and privacy per HIPAA/Confidentiality policies.
• Participates in Continuous Quality Improvement and Performance Management activities.
• May obtain blood specimen and handle urine samples from clients for routine testing.
• Makes referrals to other health department programs and clinics as appropriate.
• Types a variety of letters and forms. Prepares mailings.
• Other duties as assigned.

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 provide services to vulnerable populations in a culturally competent and non-judgmental manner.

Other Requirements
• Valid Michigan driver’s license; or the ability to have personal transportation provided.
• Works in office conditions and will include some travel.
• Must work as a team player, with flexibility and willingness to rotate through clinics and offices as needed.
• The ability to complete initial and annual training pertaining to OSHA’s Blood Borne Pathogen Standard, HIPAA and all other mandatory and orientation needs.
• Excellent phone etiquette and interpersonal skills.
• Proficient in Microsoft Office 365.

Applications are available at District Health Department No. 2 offices and on our website at www.dhd2.org. Submit application/resume to District Health Department No. 2, 630 Progress, West Branch, MI, 48661 or e-mail your application and resume to vsherosky@dhd2.org. This position will be posted until filled with first review August 18, 2020.

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