TITLE: Office Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: PUBLIC HEALTH

Position is temporary; part-time (20 hours per week) and not eligible for benefits.

GENERAL STATEMENT OF DUTIES:
Under the direction of the Public Health Director this position will be responsible for organizing and coordinating office administration and procedures in order to ensure organizational effectiveness, efficiency and safety. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible, enjoy the administrative challenges of supporting an office of diverse people, and be able to demonstrate exceptional customer service to the general public.

ESSENTIAL JOB FUNCTIONS:
The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

➢ Serve as the assistant for office related duties which include, but are not limited to mailing, ordering, inventory, supplies, equipment, accounts receivable/payable and other general errands

➢ Assist with the organizing of office operations and procedures

➢ Provide customer service support to a wide range of community client needs (patient advocacy for Medicare, social services, Medicaid, LEAP, Food Bank, prescription medication program, etc.)

➢ Track and report all aspects of Food Bank management including requirements set forth by the state TEFAP program as well as tracking monetary supplies and physical inventory of goods

➢ Assist the office manager with any fiscal management oversight (billing and receiving) for donations received (i.e. food bank, antibiotics, Health Council etc.), Medicare billing, flu shots and adult vaccines, Senior Lunch Program billing for deliveries

➢ Maintain inventory management for assistive devices

➢ Handle and store vaccine shipments in timely and appropriate manner
MINIMUM QUALIFICATIONS REQUIRED:
Education & Experience:
Preferred college education; at least two years of related work experience;
Employment is contingent on successfully passing a background check

REPORTING RELATIONSHIPS:
This position reports to: The Public Health Office Manager and Director

KNOWLEDGE, SKILLS, AND ABILITIES:

➢ Knowledge of or ability to learn policies and procedures under Hinsdale County personnel manual
➢ Ability to gather, analyze, interpret and organize data
➢ Ability to work closely and effectively with community members, co-workers, supervisors, regional partners
➢ Ability to work under minimal supervision and to exercise independent judgment and a high degree of initiative within established procedures
➢ Ability to read and interpret a variety of complex rules, regulations, and other materials
➢ Ability to communicate both verbally and in writing in a clear and concise manner
➢ Must exhibit high level of organization, attention to details and perform tasks with extreme accuracy
➢ Must be a self-starter, reliable, and able to solve problems through analysis, assessment, information gathering and research
➢ Must adhere to exceptional levels of integrity, initiative, and adaptability
➢ Ability to effectively manage time
➢ Strong communication and interpersonal skills
➢ Mature judgment; ability to make quick and responsible decisions
➢ Must be a team player and participate in other various public health functions to support what the agency does in all areas of community development
➢ Must be able to collaborate with internal staff and external partners
➢ Must be able to learn program areas with confidence to assist clients through certain processes and resource attainment

SCOPE OF INTERPERSONAL CONTACTS:
Relationships are with the general public, fellow office staff, funding agencies, and supervisor

MATERIAL AND EQUIPMENT USED:
• Telephone
• Fax
• Copy Machine
• Computer, printer, scanner
• Calculator
• Various software systems
• Car

**WORK ENVIRONMENT:**
Work is confined to a standard office environment

**PHYSICAL DEMANDS:**
The following are some of the physical demands commonly associated with this position.

**Mobility:**
• Work requires sitting at a desk for long periods.

**Lifting:**
• Must be able to lift 20 pounds.

**Dexterity:**
• Handles, seizes, holds, grasps, turns, or otherwise works with hand or hands.
• Fingers, picks up, pinches, or otherwise works primarily with fingers rather than with the whole hand or arm.

**Vision:**
• Close vision (clear at 20 inches or less).
• Distance vision (clear at 20 feet or more).
• Color vision (ability to identify and distinguish colors).
• Peripheral vision (ability to observe an area that can be seen up and down or to the left or right while eyes are fixed at a given point).
• Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
• Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Communication:**
• Ability to communicate both verbally and in writing in a clear and concise manner.

**Licenses**
• Must possess a valid Colorado Driver's license.

**CONFIDENTIALITY:**
• Assure discreet handling of all business
• Adhere to HIPAA guidelines
• Legally required to maintain the privacy of all clients

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
Position is grant funded and subject to change or elimination depending on funding availability.

The Office Assistant position is funded through various granting sources. The Office Assistant is to follow policies as set forth by Hinsdale County, Silver Thread Public Health District, as well as those stated in state, federal, and foundation granting contracts.

I __________________________ acknowledge that I have received a copy of the current job description for my position with Hinsdale County and Silver Thread Public Health District. I understand 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 and requirements of the job change.

____________________________________  __________________________
Signature                          Date