

Broadwater County Health Services
Administrative Clerk/CNA
Regular, Full-Time (40 hr/wk), Non-Exempt

This position will have a role as Administrative Assistant/CNA. Duties and responsibilities include general clerical duties such as answering phones and processing mail. Other duties include assisting the WIC Program Coordinator and Public Health Nurse and maintaining grant documentation and reports. Current Montana Certified Nursing Assistant Certification, current driver's license, and current CPR certification required, or the ability to obtain CPR certification within 1 month. Starting wage is \$13-\$16/hr DOE. Applicants must pass a background check. Full job description and application may be picked up in the Accounting Office at the Broadwater County Courthouse; 515 Broadway; Townsend, MT 59644. Requests and completed applications can also be emailed to mbeebe@co.broadwater.mt.us. Deadline for position is **April 12, 2018 at 12:00 PM**, or until position is filled. Please include resume and 3 references.

Broadwater County is an equal opportunity employer. Broadwater County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities. Veterans and Disabled preferences are applicable.

BROADWATER COUNTY
Job Description

CLASS TITLE: Administrative Assistant – Office of Public Health

DEPARTMENT: Public Health

ACCOUNTABLE TO: Director of Public Health

PRIMARY OBJECTIVE OF POSITION: Under general direction assists the Public Health Nurse in providing a program to prevent potential epidemics, the spread of disease, environmental hazards, preventing injury, promoting, and encouraging healthy behavior in the County; Work varies with individual judgment within established public health guidelines.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements are limited and may include prolonged sitting, walking, bending, stooping, and lifting up to 35#’s (greater with assistance);
- Traveling is required where exposure to inclement weather of heat, cold, rain, and snow may occur; Must be able to get in and out of a vehicle;
- Hazards and discomforts are generally controllable, however may be exposed to blood borne pathogens, and/or communicable diseases;
- Must possess a valid Montana Operator’s License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Greets patients/clients for Public Health, schedules appointments for Public Health Programs and Services, prepares files for Public Health patients;
- Performs data entry into programs related to job;
- Enters insurance coding for Public Health (Private, Medicare, Medicaid);
- Makes regular deposits, prepares statements for billing to clients;
- Files, Copies, Answers the telephone, and orders supplies;
- May take minutes of County Board of Health quarterly meetings, prepares Board packets;
- As directed, advertises for Public Health events, activities, or public information;
- Attends monthly teleconference, webinars, regional, and yearly workshops as required;
- Keeps up to date on compliance issues for immunizations, Public Health regulations, etc.;
- Maintains County, State, and Federal paperwork as directed;
- Maintains a continual inventory of vaccines, and inputs data for vaccines ordered, received, transferred, and accepted;
- Works with other immunization providers, the State Health Department, and others to keep immunization information current and correct;

CLASS TITLE: Administrative Assistant - Office of Public Health (continued)

- Helps with the organization of the yearly Flu Clinics/ Kindergarten Registrations / Vision Screening, school immunization checks, etc.;
- May take blood pressure and sugar reading of clients, sets up appointments, prepares pre-appointment forms, collects and scans documents;
- Schedules quarterly satellite visits, registers participants, copies insurance cards, enters data into computer, and schedules follow ups;
- Assists in preparing reports, plans, and protocols and helps in the process of meeting the yearly deliverables and functions of any Grant;
- Works regularly with information which is confidential and often generally limited;
- Substantial contact with public, agencies, and other health care employees and ability to perform duties is directly affected through communication and rapport established;

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from High School, or its equivalent, including courses in word processing and other secretarial skills preferred;
- Two (2) years demonstrable secretarial or office work experience, preferably in Public Health; CNA experience or Certification required; and
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Manages all aspects of the Public Health Office;
- Monitors homemakers report – time sheet, service log, submits claims for mileage, and makes occasional visits to in-home clients;
- Assigns duties and delegates tasks;
- Collaborates with other County Agencies for programming, ie – Schools, Hospital, Seniors services, etc.;
- Manages all Grants to ensure that all deliverables are met and all paperwork is completed;
- Performs other duties that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 8-22-2016

UPDATED 4-05-18

**BROADWATER COUNTY
EMPLOYMENT APPLICATION
AN EQUAL OPPORTUNITY EMPLOYER**

The information contained on this form is sought in good faith.
It will not be used in any way to discriminate against any applicant for employment in violation of state and federal law.

IMPORTANT: Please type or print in ink. You may respond to sections 4 through 7 on separate sheets of paper if all relevant blocks are completed and the same format is followed. On each sheet write your name and job title for which you are applying. You may submit a legible photocopied application. If you photocopy your application, leave sections 1, 2, and 3 blank and complete these sections each time you apply. You must sign and date in ink each application you submit. **LATE, INCOMPLETE or UNSIGNED applications will not be considered.**

PLEASE READ THE JOB VACANCY ANNOUNCEMENT CAREFULLY TO FIND: (a) what attachments must be submitted (supplement questions, transcript, Employment Preference Form, etc.); (b) where to submit your application; (C) the required special qualifications or licenses; and (d) the closing date for receipt of applications. An application tailored to the position is to your advantage.

Under state and federal law, qualified applicants with disabilities are entitled to **reasonable accommodations**. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed.

Employment Preference: The Veterans' Employment Preference Act and the Persons with Disabilities Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, available through your local Montana Job Service. The applicant must indicate at the bottom of page one of this application form that the necessary documentation is attached. Contact your local Montana Vocational Rehabilitation Services Office (Department of Public Health and Human Services) for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service.

1. Name _____
Last First MI

2. What position are you applying for?
(Please see Job Vacancy Announcement.)

Social Security No. _____

Department _____

Address _____
Street

Position Title _____

City State Zip

Phone No. _____
Work Home

Job Location _____

3. My signature below certifies that all information on this and all attached pages (checked below) are true, correct and complete to the best of my knowledge and contain no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify me from consideration for employment with the County or, if hired, may be grounds for termination at a later date. Employers may be contacted as references. In the spaces below, I have checked attachments, including those required in the job announcement.

- | | | |
|---|--|---|
| <input type="checkbox"/> Responses to Supplement Questions | <input type="checkbox"/> Transcript | <input type="checkbox"/> Typing/Ten-key Certification |
| <input type="checkbox"/> Employment Preference Form/Documentation | <input checked="" type="checkbox"/> Résumé | <input type="checkbox"/> Additional Employment Experience |
| <input type="checkbox"/> Other (please specify) _____ | | |

SIGNATURE: _____ DATE SIGNED: _____

4. EDUCATION: You may respond to this section on a separate sheet of paper (on each sheet write your name and job title for which you are applying) if all relevant blocks are completed and the same format is followed.

High School Name and Address

Received Diploma or Equivalency Certificate? Yes No

If you chose “No” above, please enter the highest grade that you completed _____

College, University, Other Schools & Training Courses Name and Location	Dates Attended	Degree/ Certificate Received?	Degree/ Certificate Date	Major/ Minor Field	Credits Earned- Indicate Quarter or Semester Credits

5. List current Professional Licenses, Registration, or Certifications (engineering, medical, CPA, etc.)

Licensing Agency: Name and Location	Type of License	Endorsement/Restriction (If Applicable)	Date Licensed

6. List other skills, education, experience and abilities below. You may also include a list of equipment that you know how to use. (If you need more space, continue on an attached sheet of paper.)

7. **EXPERIENCE:** List your work and/or volunteer experience with emphasis on experience that is relevant to the position for which you are applying. **Begin with your present or most recent experience.** Include military service that would help you qualify. You may continue this section on a separate sheet of paper if all the same format is followed. Include your name and the job title for which you are applying on each sheet. *This information must be completed even if a resume is submitted.*

Notice to applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references.

Do you want to be informed before we contact your present employer? Yes No

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____

Avg. Hrs. Per Week _____ Total Time Employed _____ Yrs/Mo _____ Full-Time Part-Time Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

Reason for Leaving: _____

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____

Avg. Hrs. Per Week _____ Total Time Employed _____ Yrs/Mo _____ Full-Time Part-Time Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

Reason for Leaving: _____

(EXPERIENCE - continued from item 7...)

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____

Avg. Hrs. Per Week _____ Total Time Employed _____ Yrs/Mo _____ Full-Time Part-Time Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

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Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____

Avg. Hrs. Per Week _____ Total Time Employed _____ Yrs/Mo _____ Full-Time Part-Time Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

Reason for Leaving: _____

~~—READ CAREFULLY—~~
Do Not Write On This Page

Please make sure all required information is included (see job vacancy announcement).

1. Did you sign and date your application?
2. Have you read the job announcement to see what attachments must be submitted?
3. Have you checked boxes in Section 3 to indicate what attachments you have included?
4. Did you indicate the specific Position Title and Position Number in Section 2?
5. Did you include a complete address for each employer listed in Section 7?
6. If you are claiming Veterans Employment Preference or Persons with Disabilities Employment Preference, have you completed and attached the Employment Preference Form and Documentation?
7. Did you attach all the application materials required by the vacancy announcement?