

**BEAR RIVER HEALTH DEPARTMENT
JOB OPENING ANNOUNCEMENT**

Title: Support Staff **Division:** Nursing **Closing Date:** Open until filled

Status: Part Time-up to 32 hrs. weekly non-benefitted **Grade:** 11 **Wage:** \$13.11

Length of Employment: Through March 31, 2021

General Description: Under the general direction of the Nursing Director, provide clerical and secretarial support services for the immunization program.

Education and Experience:

Grade 11: Completion of high school or GED plus one (1) year of office related experience.

Knowledge and Understanding of:

- Considerable knowledge of office methods and techniques.
- Principles of providing good customer service.
- Knowledge of health and human services resources available in the community.

Skills & Abilities:

- Must be able to type accurately at the rate of 40 WPM.
- Must have excellent written and verbal communication skills.
- Must be able to provide a high level of customer service, phone etiquette, maintain confidentiality, manage multiple tasks simultaneously, work well in team situations, meet deadlines, be detailed oriented, and be able to work independently on a day-to-day basis.
- Skill in using all applicable computer hardware and software. Must have the ability to successfully coordinate the activities of multiple simultaneous projects.
- Must have excellent interpersonal and communication skills with the ability to communicate effectively, both orally and in writing.
- Must be able to interpret technical writing and follow technical instructions.
- Must be able to maintain cooperative relationships with clients, co-workers, administrators, and community partners.
- Maintain confidentiality of sensitive records and information. Follow HIPAA standards.
- Spanish speaking skills preferred.

Special Qualifications:

- Must have a flexible schedule, available for work in the evenings and/or weekends as job requires.
- Must possess or be able to obtain a valid Utah Driver License at the time of employment.
- Must be able to provide own transportation when needed.
- Must be able to pass a full background check and drug screening urinalysis.
- Must be able to meet the physical requirements of the position including the ability to bend, stoop, and lift 50 pounds. Must be able to perform strenuous activities requiring flexibility, stamina, and overall general good health.

Summary of Duties:

- Assist with Flu clinics
- Operates computer hardware and all applicable software applications; operates standard office equipment
- Receives telephone calls and links clients to services/staff
- Arranges meetings and coordinates various activities with community partners, governmental entities, and worksites
- Develops letters, statements, narrative, and statistical reports, minutes, agendas, notices, and other documents as required
- Creates dictation and transcribes notes or machine recording as required
- Completes and fills in data on various forms
- Processes reports, forms, payments, certificates, applications or other materials
- Examines documents, reports, forms, payments, certificates, and applications for accuracy
- Maintains records, files, and registers according to standard operating procedures
- Maintain inventories and orders supplies. Distribute materials and supplies to staff
- Compiles and tabulates data for records and reports
- Attends all relevant trainings and direct support meetings
- Acts as a resource person by providing public health information to general community.
- Responds to public health emergencies as required by department or division administration.
- Complete other duties as assigned.

Applications available Monday through Thursday 8 am to 6 pm; and Friday 8 am to 1 pm at the Bear River Health Department, 655 E. 1300 N. Logan, Utah, or online at www.brhd.org. Return completed application, resume, and transcripts to Sylvia at the Bear River Health Department. Open until filled.

Email: stello@brhd.org - Phone: 435-792-6498 – Fax: 435-792-6495