

BEAR RIVER HEALTH DEPARTMENT

JOB DESCRIPTION

Title: Health Strategy Administrative Assistant

Division: Health Strategies

Grade/Step: 13/1

Wage: \$16.35/hr.

Description: Full-Time Benefited

Closing Date: Open Until Filled

General Purpose:

Under the general direction of the Lead Health Strategist, provides support services for Emergency Response Coordinator, Northern Utah Healthcare Coalition Director, and the Health Equity team

Minimum Qualifications Education & Experience

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

Minimum Qualifications Necessary Knowledge, Skills & Abilities

Considerable knowledge of office methods and techniques. Must be skilled in computer programs including word processing, spreadsheets, databases, internet and email use. 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 detail oriented, and be able to work independently on a day-to-day basis.

Summary of Duties

- Receives telephone calls and links clients to services/staff
- Arranges meetings and coordinates various activities with community partners
- Develops letters, statements, narratives, agendas, minutes, and other documents as required
- Processes reports, forms, payments, certificates, applications or other materials
- Examines documents, reports, forms, payments, certificates, applications for accuracy
- Maintains records, files, and registers according to standard operating procedures
- Maintain inventories and orders supplies. Distributes material and supplies to staff
- Inventory management for the Northern Utah Healthcare Coalition
- Attends all relevant training and support meetings
- Conducts and transcribes interviews with COVID program staff to compile the department's After Action Report.
- Assist in the compilation of the department's "Roadmap to Preparedness Program" restart
- Assists with preparing documentation needed for department accreditation
- Maintains contact lists of community partners, especially agencies serving disparate populations
- Responds to public health emergencies as required by department or division administration
- UNIS updates and management
- Maintain department first aid kits and 72 hour kits
- Assist with Emergency Response Coordinator call down projects
- Assist with the GETS project
- Completes other duties as assigned

Special Qualifications:

Must possess or be able to obtain a valid Utah driver license at the time of employment. Must be able to provide their own transportation. Must be able to lift 50 pounds and be able to perform strenuous activities requiring flexibility, stamina, and overall general good health. Must have a flexible schedule and be available for work in the late evening, early morning, weekends, and Holidays as job requires. Must pass a criminal background check and drug screening test prior to employment. Must have a flexible schedule, available for work in the evenings and/or weekends as job requires.

Applications available Mon. through Thurs. 8 am to 6 pm and Fri. 8 am to 1 pm at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah, or on line at www.brhd.org. Return completed application, resume, and transcripts to Sylvia Tello at the Bear River Health Dept.

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