



POSITION DESCRIPTION

DEPARTMENT: PUBLIC HEALTH

POSITION TITLE: Program Assistant

EMPLOYMENT CATEGORY: Full-Time

STATUS: Non-Exempt

REPORTS TO: Financial Officer/Clerical Supervisor, Department Head

POSITION SUMMARY:

Barton County Health Department (BCHD) believes that all interactions must follow the Trauma Informed Systems of Care approach. All people, staff, and clients are to be treated with dignity and respect, regardless of their socio-economic status, race, religion, or gender affiliation. Any position hired to the BCHD will operate under these guidelines.

This full-time position requires knowledge of accounting and bookkeeping skills and the ability to work meticulously with grants. This person will be instrumental in the development of assisting Health Budget as well as assisting in the oversight of the grant affidavits. Quality Improvement practices will be embedded in the everyday workload. Must have excellent communication skills and possess the willingness to provide support help in multiple clerical settings. This position does not have supervisory responsibility, but exercises judgment with some supervision.

FUNDAMENTAL JOB DUTIES:

1. Receives and distributes incoming mail, as needed.
2. Assists with financials and receipts revenue to county treasurer.
3. Tracks cost and assists in setting charges for services.
4. Assists with grant financial status reports as required on the timeline of the grant. Reporting is entered in the KGMS (Kansas Grant Management System).
5. Assists with tracking time for grant funded programs to ensure accountability to include benefits.
6. Co-manages the Nightingale Notes EMR program and will be instrumental in the EMR System.
7. Provides back-up assistance with orders and inventories supplies for specialized program areas, as needed.
8. Assists with tracking and approving expenditures.
9. Checks packing lists against invoices received. Prepares purchase orders for accounts payable and delivers to the County Clerk's office.
10. Collects data from area Health departments and compiles with our program areas to provide reports to KDHE as appropriate for memos of understanding.
11. Supports sub-agencies in budgeting and reporting.
12. Assists in developing the county and the grant budgets.
13. Supports the front desk in receptionist duties.
14. Assists in program evaluation as needed.
15. Assists with Agency goal setting.

16. Maintains inventory listing of Health Department equipment.
17. Attends trainings as applicable.
18. Assists in the billing of insurances and provides back-up support, as needed.
19. Assists with payroll biweekly and monitoring of vacation/sick leave accumulation.
20. Assist with monitoring building maintenance needs.
21. Assist with vehicle maintenance as needed.
22. Assists with grant applications.
23. Assists with the WEB IZ Program.
24. Other duties as assigned.

EDUCATION:

Associate degree, or higher, in healthcare/business related field.

EXPERIENCE / SKILLS:

Requires attendance of annual program updates as indicated. Requires typing, computer skills, accurate mathematical skills as well as accounting knowledge. Experience in a healthcare related field/financial experience preferred. Must be able to learn new skills as needed and have a willingness to the Team Approach. Experience with grant funds management preferred.

PHYSICAL REQUIREMENTS / ABILITIES:

Applicant must have a valid Kansas driver's license. This position requires sitting, standing, bending, manual dexterity, ability to concentrate and occasional lifting up to 30 pounds. This position requires excellent interpersonal communication skills. This position will also require the ability to multi-task and switch tasks quickly and effortlessly. This person needs to be able to respond to situations in a calm and effective manner. CPR certification required.

WORKING CONDITIONS / ENVIRONMENT:

High noise level, frequent close visual and mental attention required. Possible exposure to Bloodborne pathogens and communicable diseases. Must be able to sit, stand, bend to file, and carry up to thirty pounds. Must be able to concentrate under stress. Works outreach opportunities when needed.

Work is performed in the office environment with all types of people, some in crisis.

Has less than 50% of the time is spent with clients.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled

individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description, and I can perform the essential functions of this position, with or without reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Department Head Signature _____