

ERIE COUNTY HEALTH DEPARTMENT
JOB POSTING #2018-14

The Erie County Health Department is an Equal Opportunity Employer

POSITION: Clerk 2

DIVISION: Primary Care & Clinical Services – WIC Office

SALARY: Commensurate with experience

WORKING HOURS: Full-Time; 8:00 a.m. – 5:00 p.m.; Monday - Fridays,
Occasional weekend or evening hours

START DATE: Immediate Opening

POSTING DATE: Thursday, February 22, 2018

CLOSING DATE: Friday, December 28, 2018 at 5:00 p.m. or until filled

CONTACT PERSON: Kathy Bango, Human Resources Office

ESSENTIAL ELEMENTS:

- Interviews WIC clients to determine eligibility based on income, residency, and identification; documents on WIC application.
- Measures heights and weights and graphs accordingly.
- Issues food coupons after medical and/or nutrition eligibility determined by WIC Certifying Health Professional at initial or recertification visit.
- Schedules appointments for clients, issues coupons at mid-certification nutrition education visit.
- Searches, updates and maintains WIC participants' data files.
- Enters data.
- Understands WIC policies and procedures.
- Acts as receptionist and answers phone calls.
- Explains WIC program to clients and answers questions regarding same.
- Assists clients regarding referrals to or from other agencies.
- Prepares monthly appointment cards.
- Files charts.
- Copies appointment notices and other related WIC information.
- Follows all HIPAA provisions concerning confidential information.
- Participates in the Incident Command Structure according to the NIM system.
- Responds to incident management/emergency issues.
- Completes other special projects or duties as assigned.
- Responds to organizational goals, strategic priorities, and management by objectives (MBOs).

NON-ESSENTIAL ELEMENTS:

- Assists in development of new office procedures.
- Assists with training and orientation of new employees.
- Attends meetings as required.
- Communicates according to situational or organizational structure.
- Notifies supervisor of any treatment which may affect decision making.

MAJOR CHARACTERISTICS OF JOB PERFORMANCE:

- Knowledge and understanding of Patient Centered Medical Homes (PCMH) and Public Health Accreditation Board (PHAB) accreditation processes.
- Knowledge of Agency policies.
- Understands the overall operation of the health department and the Ten Essential Public Health Services.
- Ability to learn, follow directions, and communicate.
- Knowledge of office practices and procedures.
- Knowledge of Medicare/Medicaid regulations for medical record keeping.
- Knowledge of good public relation skills.
- Deals with problems involving several variables in familiar context.
- Adds, subtracts, multiplies, and divides numbers.
- Calculates fractions, decimals and percentages.
- Gathers, collates, and classifies information about data.
- Uses research methods in gathering data.
- Sorts items into categories according to established method.
- Cooperates well with other coworkers.
- Operates computer equipment, adding machine, typewriter, fax machine and copier.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

Ability to calculate fractions, decimals and percentages; read and write common vocabulary; high school graduate; six months experience in office practices and procedures; computer data skills. Proficient in electronic records and new technology as applied to position. Must maintain a valid Ohio driver's license and current automobile liability insurance throughout employment.

UNUSUAL WORKING CONDITIONS:

May work weekends & holidays; exposed to communicable diseases, and emergency situations involving community and epidemiology and surveillance.

Qualified applicants may apply to the Human Resources Department, Erie County Health Department, 420 Superior Street, Sandusky, Ohio, (419-626-5623, Ext. 194) OR visit our website at www.eriecohealthohio.org where current job postings can be viewed and an application is available to download. A completed Erie County Health Department employment application must be stamped in the Human Resources Department prior to 5:00 p.m. on December 28, 2018 or until filled. EOE/AA/ADA

Physical Requirements include at least:

Total Hours:	One Time:	Eight-Hour Day:
Sit	3.0 Hours	2.0 Hours
Stand	1.0 Hours	5.0 Hours
Walk	0.5 Hour	1.0 Hour
Amount:		
Less than 5 lbs.	Lift: Constant	Carry: Constant
6 – 10 lbs.	Constant	Constant
11-20 lbs.	Frequent	Frequent
21-25 lbs.	Frequent	Frequent
26-50 lbs	Frequent	Frequent
More than 50 lbs.	Frequent	Frequent
Bend: Frequent		
Squatting: Frequent		
Crawling: Occasional		
Climbing: Frequent		
Reaching: Frequent		
Move fingers/limbs easily: Frequent		
Work Conditions		
Unprotected heights	No	
Being around moving machinery	Yes	
Exposure to marked changes in temperature and humidity	Yes	
Driving automotive equipment	Yes	
Exposure to dust, fumes and gases	Yes	
Use Hands in Repetitive Action Such As:		
Simple Grasp:	Right: Yes	Left: Yes
Push/Pull Arm Controls:	Right: Yes	Left: Yes
Fine Manipulation:	Right: Yes	Left: Yes
Use Feet in Repetitive Movement of Leg Controls:		
Right: Yes	Left: Yes	Both: Yes

Approved for Content & Posting: _____



Date 02/22/18