

Periodically assists in supervising part-time clerical personnel, including providing training and monitoring work flow.

Receives and receipts various fees, including periodically making bank deposits.

Assist in maintaining inventory of office and nursing supplies.

Periodically assists Registrar/Administrative Assistant with birth and death records.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma or GED with related public health experience preferred.

Ability to obtain certificated and complete training as required, such as tuberculosis surveillance and CPR.

Working knowledge of and ability to make practical application of Public Health principles, practices and standard terminology, and standard policies and procedures.

Ability to properly use standard office equipment, including computer, printer, telephone, copier, and facsimile.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence as assigned.

Ability to perform arithmetic calculations, maintain organized files, and maintain confidentiality of Department records and information as required.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, state and local health agencies, other health care providers, community service organizations, media, school personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand and follow oral and written instructions and work with others in a team environment.

Ability to occasionally assist in supervising part-time clerical personnel, including providing training and monitoring work flow.

Ability to operate various computer software, such as Microsoft Word, PowerPoint, Outlook, Excel, and other data bases.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department records and information according to State requirements.

Ability to work extended, evening and/or weekend hours as needed and travel out of town, occasionally overnight.

Ability to demonstrate a safe driving record and maintain a valid driver's license.

II. RESPONSIBILITY:

Incumbent performs a variety of reception and clerical duties according to a flexible, customary routine with priorities determined by supervisor. Work is reviewed in progress and upon completion of specific duties for technical accuracy and adherence to instructions/guidelines. Errors in incumbent's work are usually prevented through procedural safeguards, and are readily detected through standard bookkeeping checks and supervisory review. Undetected errors may result in loss of time for correction and/or inconvenience to the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, state and local health agencies, other health care providers, community service organizations, media, school personnel, and the public for purpose of exchanging information.

Incumbent reports to Public Health Nursing Supervisor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, and at various outreach locations involving sitting for long periods, standing for long periods, lifting/carrying objects weighing less than 50 pounds, kneeling/crouching, bending, handling/grasping/fingering objects and exposure to normal hazards associated with public health nursing, such as communicable diseases and blood-borne pathogens, for which universal health precautions must be followed to ensure safety of self and others. Incumbent occasionally drives a vehicle and is exposed to normal traffic hazards and adverse weather conditions. Incumbent occasionally works extended, evening and/or weekend hours as needed and travel out of town, occasionally overnight.

APPLICATION/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Public Health Nursing Assistant for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as out lined?
Yes _____ No _____

Applicant/ Employee signature

Date

Print/Type Name