



Hancock Public Health

7748 CR 140, Findlay, Ohio 45840

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Public Health
Prevent. Promote. Protect.

Date Posted Internally/Externally: November 29, 2017

Position: Administrative Professional I/Part-Time

General statement of duties:

Working under the direction of the Director of Administration, the incumbent performs various clerical tasks related to maintaining office accounts to include purchasing, payables, receipts, inventory, payroll and budgeting. The incumbent is cross-trained in multiple areas, providing vital statistics support and coverage, immunization billing support to ensure billing is continuously, timely and accurately completed in the absence of the Billing Clerk, and utilizes computer systems for health department operations and provides clerical support for health department activities. This is an unclassified non-exempt position. Only non-tobacco users need apply. Hancock Public Health is committed to advancing health equity and encourages those with diverse backgrounds and experiences to apply. EOE.

Required education, experience, and training:

- High School Diploma/GED
- Ability to comply with state and agency policies and procedures;
- Ability to follow verbal and written instruction;
- Demonstrated ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy;
- Ability to establish and maintain cooperative working relationships with employees, officials, other agencies and the general public;
- Moderate to high level math skills;
- Ability to use and adapt to various computer software.

Additional requirements:

- Candidates must hold a valid Ohio Driver's license.

Interested parties submit resume to:

Hancock Public Health
Attn: Noah Stuby, MBA
7748 County Road 140
Findlay, Ohio 45840

Resumes will be accepted until December 13, 2017



Hancock Public Health



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Job Title	Administrative Professional I - Financial Clerk	County	Hancock
Division	Administrative Services	Yearly Salary	\$15.20 - \$18.95
Supervisor	Director of Administration	Position Type	Part-Time

Position Summary:

Working under the direction of the Director of Administration, the incumbent performs various clerical tasks related to maintaining office accounts to include purchasing, payables, receipts, inventory, payroll and budgeting. The incumbent is cross-trained in multiple areas, providing vital statistics support and coverage, immunization billing support to ensure billing is continuously, timely and accurately completed in the absence of the Billing Clerk, and utilizes computer systems for health department operations and provides clerical support for health department activities.

Essential Duties:

1	Perform duties related to maintaining records (both paper and electronic), handling money, issuing receipts, entering data into the computer, computerized billing of Medicaid/Medicare/ Private insurance for appropriate reimbursement;
2	Greets public, answer telephone, take messages. Must demonstrate ability to communicate politely and effectively to a broad spectrum of individuals of all age groups from a variety of socioeconomic and educational backgrounds;
3	Must demonstrate ability to maintain confidentiality and right to privacy as outlined in the Health Department's <i>Notice of Privacy Practices</i> ;
4	Bookkeeping functions: prepares purchase orders, pay-ins, ledgers, and data sheets;
5	Provides information to the public, genealogists, physicians, funeral directors, insurance representatives, attorneys, and others as allowed by law;
6	Photocopy documents and send and receive faxes;
7	Sorts, date stamps and distribute mails;
8	Pull birth/death certificates from file books, copy, file and issue certificates of birth and death, and issue burial permits during absence of Registrar and other times as needed;
9	Receives, processes fees, records totals and files pay-in to submit to the County Auditor;
10	Compiles office data and prepare monthly reports and annual reports;
11	Maintains office and special project accounts for purchasing, does transfers, processes charge rates and prepares vouchers for board approval. Assists with preparation of annual budget;
12	Prepares and issues invoices, maintains invoice files as procedure;
13	Prepares purchase orders. Maintains office inventory records;
14	Uses appropriate computer programs for preparing documents, writing letters and other similar work. Uses internet for research;
15	Maintains office payroll information: timecards, sick leave requests, vacation requests, etc.;
16	Participates in drills, trainings and other activities as needed for emergency response and bioterrorism events;
17	Must demonstrate flexibility to be able to cross train in different fields of administration within the health department;
18	Performs other duties as required.

Other Duties & Responsibilities:

- Supports HPH strategic planning initiatives and the implementation of policies, practices and procedures that support the organizational goals identified in the internal strategic plan;
- Monitor the postage meter and meter outgoing mail;
- Work in collaboration with the Registrar to ensure adequate coverage, an elevated level of customer service and a knowledgeable workforce;
- Develops and maintains policies and procedures consistent with changes to policy and/or laws;
- Participates in HPH performance management and the use of the HPH performance management system and software.

Basic Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> • High School Diploma/GED • Ability to comply with state and agency policies and procedures; • Ability to follow verbal and written instruction; • Demonstrated ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy; • Ability to establish and maintain cooperative working relationships with employees, officials, other agencies and the general public; • Moderate to high level math skills; • Ability to use and adapt to various computer software. 	<ul style="list-style-type: none"> • Working knowledge of accounting principles
Organizational Key Competencies:	
<p>All Hancock Public Health (HPH) employees are expected to ensure that Hancock County residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all HPH employees are expected to meet specified competencies in the following areas:</p> <ul style="list-style-type: none"> • <u>Customer Focus:</u> Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect. • <u>Accountability:</u> Be accountable for knowing the scope of HPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity. • <u>Equity & Fairness:</u> Interact with clients, community partners and staff with fairness and equity and deliver services free of bias or prejudice. • <u>Continuous Quality Improvement:</u> Establish and maintain organizational capacity and resources to support CQI. • <u>Occupational Health & Safety:</u> Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations. • <u>Emergency Preparedness:</u> Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks. • <u>Communication:</u> Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency. 	

Position Specific Key Competencies for Public Health Professionals:

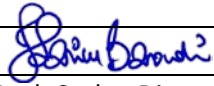
Analytical/Assessment Skills	
1A2	Identifies quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns, unemployment rates, community input, health equity impact assessments) that can be used for assessing the health of a community.
1A3	Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
1A4	Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and
1A5	Selects valid and reliable data
1A8	Collects valid and reliable quantitative and qualitative data
1A10	Uses quantitative and qualitative data
1A11	Describes assets and resources that can be used for improving the health of a community (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs)
1A12	Contributes to assessments of community health status and factors influencing health in a community (e.g., quality, availability, accessibility, and use of health services; access to affordable housing)
Policy Development/ Program Planning Skills	
2A1	Contributes to state/Tribal/community health improvement planning (e.g., providing data to supplement community health assessments, communicating observations from work in the field)
2A2	Contributes to development of program goals and objectives
2A3	Describes organizational strategic plan (e.g., includes measurable objectives and targets; relationship to community health improvement plan, workforce development plan, quality improvement plan, and other plans)
2A4	Contributes to implementation of organizational strategic plan
2A6	Gathers information that can inform options for policies, programs, and services (e.g., secondhand smoking policies, data use policies, HR policies, immunization programs, food safety programs)
2A8	Implements policies, programs, and services
2A9	Explains the importance of evaluations for improving policies, programs, and services
2A10	Gathers information for evaluating policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment)
2A11	Applies strategies for continuous quality improvement
Communication Skills	
3A1	Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy)
3A2	Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
3A4	Suggests approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings)
3A5	Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters)
3A7	Facilitates communication among individuals, groups, and organizations
Cultural Competency Skills	
4A1	Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences)
4A2	Describes the diversity of individuals and populations in a community
4A3	Describes the ways diversity may influence policies, programs, services, and the health of a community
4A4	Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
4A7	Describes the value of a diverse public health workforce
Community Dimensions of Practice Skills	
5A3	Suggests relationships that may be needed to improve health in a community
5A4	Supports relationships that improve health in a community
5A5	Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources)

Public Health Sciences Skills	
6A1	Describes the scientific foundation of the field of public health
6A3	Describes how public health sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics) are used in the delivery of the 10 Essential Public Health Services
Financial Planning and Management Skills	
7A3	Adheres to organizational policies and procedures
7A4	Describes public health funding mechanisms (e.g., categorical grants, fees, third-party reimbursement, tobacco taxes)
7A5	Contributes to development of program budgets
7A8	Describes financial analysis methods used in making decisions about policies, programs, and services (e.g., cost-effectiveness, cost-benefit, cost utility analysis, return on investment)
7A12	Uses evaluation results to improve program and organizational performance
7A13	Describes program performance standards and measures
7A14	Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation)
Leadership and Systems Thinking Skills	
8A1	Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities
8A6	Describes needs for professional development (e.g., training, mentoring, peer advising, coaching)
8A7	Participates in professional development opportunities
8A9	Describes ways to improve individual and program performance

Full List of Council on Linkages Competencies can be found at: http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx

Knowledge & Software Competencies:			
Knowledge of the following are integral to the daily responsibilities of this position:			
<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> HealthSpace	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> PeopleSoft	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft PowerPoint	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Inventory System	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Allscripts or other EMR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> VMSG	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> IPHS/EDRS	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Groupwise/MS Outlook	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Website/Social Media	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> MUNIS	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3

1= Beginner 2=Intermediate 3=Advanced/Expert

Reviewed By		Date	
Approved By		Date	11/29/2017
Last Updated By	Noah Stuby, Director of Administration	Date	March 22, 2017