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Allen County Combined Health District

## **Position Available**

### **Public Health Aide III**

*Approximately 20-25 hours/week*

**Service Area:** Nursing Services

**Reports to:** Director of Nursing

**Salary:** Pay Range 17 (Starts at \$14.50/hour; salary commensurate with experience)

Under direct supervision of the Director of Nursing, the Public Health Aide III will assist medical professional staff in public health clinics. Collaborates and consults within multidisciplinary team and outside agencies to maintain clinic flow and documentation. Responsible for timely and accurate computer program data entry.

#### **Sample Job Responsibilities:**

- Supports nursing services through scheduling, data entry, and supply inventory to ensure accurate documentation and reporting.
- Serves as clinic receptionist – schedules appointments, registers patients for clinics, processes clinic forms and prepares them for inclusion in electronic medical record to ensure accurate and complete documentation and confidentiality
- Verifies client insurance eligibility and coverage, collects and processes patient payments using cash register/electronic medical records in order to assure accountability and maximize collections
- Maintains equipment/supplies keeping clinic rooms stocked/ready to assure smooth clinic flow and prepares lab specimens for shipment

#### **Qualifications:**

- Associates degree/Certification in medical assistant technology, health administration or a related field and two (2) years of public health work experience preferred.
- Equivalent combinations of education and experience may be considered
- Must be able to maintain electronic databases and save, retrieve and manipulate documents in a variety of formats
- Valid Ohio drivers license with an acceptable driving record and adequate auto insurance

#### **Working Conditions:**

- Occasional overtime, night or weekend hours may be required
- Travel within and outside the district sometimes required

Submit resume by December 1: Human Resources, Allen County Public Health, PO Box 1503, Lima, OH 45802 or [jobs@allenhealthdept.org](mailto:jobs@allenhealthdept.org)

POSTED: 11/17/16

***Cannot be combined with a current position.***



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