



Public Health Aide II

Service Area: Nursing Services

Reports to: Director of Nursing

Full Time: 37.5 hours/week

Salary: Pay Range D (\$16.68- \$19.63/hr)

Under direct supervision of the Director of Nursing, the Public Health Aide II 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
- 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

Qualifications:

- Associates degree/Certification in medical assistant technology, insurance billing, 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 driver's 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

Benefits:

- Health insurance, paid holidays, vacation in the first year, public retirement system

Submit resume by 1/10/2023: Human Resources, Allen County Public Health, PO Box 1503, Lima, OH 45802 or jobs@allenhealthdept.org

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Public Health
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