

Jefferson County Health Department

Hiring Public Health Office Assistant

Job Title: Public Health Office Assistant

Job Type: Full Time

Pay: \$2,581/Month

We are looking for people who:

- Are self-motivated and eager to learn
- Are a team player
- Are customer focused
- Can set priorities
- Can communicate verbal and written information and ideas
- Can listen to and understand information and ideas
- Are willing to respond to public health emergencies

Education and Experience:

- Education equivalent to graduation from a standard high school
- Experience equivalent to two years of full-time customer service delivery and/or clerical work
- Course work credit received from an accredited college or university and/or qualifying full-time customer service delivery and/or clerical work may be substituted for required education or experience on a year-for-year basis
- Must possess and maintain a valid driver's license

Essential Work Duties:

- Work with an inspiring multidisciplinary team
- Work directly with the public
- Schedule and register patient for services preparing the patient records for services to be provided
- Collect patient data such as demographics, income, and insurance
- Review and verify insurance information, income information, immunization status, and program eligibility
- Listen to patients to determine needed service
- Check patients out
- Collect and process fees/payments
- Process Vital Records
- Maintain supplies and inventory
- Participate in emergency response
- Serve as a health department representative, effectively communicating and promoting health department services
- Participate in community health related activities offsite

Employment will be contingent on a background check

Reach out to Theresa LeValley, theresa.levelley@tn.gov, or drop resume off at the Jefferson County Health Department, 931 Industrial Park Road, Dandridge, TN 37725