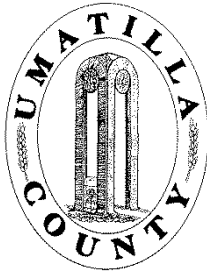


UMATILLA COUNTY
POSITION DESCRIPTION



Department: Public Health

Position Title: Office Assistant II

Employee Name: _____

Effective Date: _____

Job Series:

Salary Range:

Union Covered: Yes

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

The Pendleton School Based Health Center's located at the Middle School and High School provide convenient and affordable healthcare access to students of the Pendleton School District. The Office Assistant at the clinic provides clerical and medical support to the SBHC Nurse Practitioner (NP) and Qualified Mental Health Professionals (QMHP).

SUPERVISORY RELATIONSHIPS

Works directly under the supervision of the Deputy Director.

PRINCIPAL DUTIES OF POSITION

- Act as receptionist, receiving and greeting all clients and visitors professionally and courteously whether for services and/or information (EE).
- Answer phone calls, monitor fax, process requests and return calls in a timely manner (EE).
- Provide assistance to the operation of the center, which include: processing incoming and outgoing mail, scanning client forms and records, faxing documents, and other clerical-related functions (EE).
- Responsible for processing client paperwork to include: registration forms, screening questionnaires, Release of Information (ROI) forms, etc. (EE).
- Schedule and confirm appointments for clients (EE).
- Perform data input for various software programs, such as Intergy, ALERT IIS, etc. (EE)
- Maintain client confidentiality whether electronically, verbally, or in paper form (EE).
- Obtain client insurance information and enter into Electronic Health Record (EE).
- Responsible for daily maintaining the orderliness of clinic waiting areas and appropriate environmental cleanliness between patients in exam rooms (EE)
- Process patients for providers visit and maintain smooth patient flow throughout the health center (EE).
- Collaborate with mental/behavioral health professionals (EE).

OTHER DUTIES OF POSITION

- Participate in and collaborate with the SBHC Multi-Disciplinary team (EE).
- Build trusting relationships with School staff personnel (EE).
- Participate in and assist with SBHC Certification process (EE).
- Operate standard office equipment including fax machines, copiers, printers, and computers (EE).
- Provide courier service between School Based Health, the Health Department and county offices as needed (EE)
- Other duties as assigned (EE).

REQUIREMENTS FOR POSITION

Minimum Requirements:

- High school diploma or GED
- 2 years of experience in secretarial and clerical functions including a thorough knowledge of office equipment such as photocopying machines, computers and word processor software.
- Current CPR certification or ability to obtain it within 6 months.
- Ability to communicate effectively
- Excellent organizational skills and the ability to multi-task
- Ability to deal with the public in a pleasant and tactful manner
- Possess a valid driver's license with a satisfactory driving record.
- Must successfully pass a background check and drug screen

Preferred Qualifications:

- Bilingual Spanish
- Additional college-level coursework in business field.
- Experience in a health care setting
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This position under State of Oregon mandates is required to provide proof of full COVID vaccination or have an approved medical or religious exception as a qualification of employment.

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in a medical office environment in a school; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet with intermittent noise during passing time for students.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date