



Madison County Health Department

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Health Director

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Medical Director

VACANCY ANNOUNCEMENT Office Assistant II/Assistant to School Nurse Madison County Health Department

NUMBER OF POSITIONS: 5

SALARY: \$11.45 per hour
LOCATION: Placement in Madison County Schools

The Madison County Health Department is looking to hire 5 Office Assistant II/Assistant to School Nurse. These positions will be placed within the Madison County School System.

A. Primary Purpose of Organizational Unit:

The Madison County Health Department is dedicated to the purpose of disease prevention and health promotion for all Madison County Residents. Employees assist clients in achieving the highest physical, mental and social well-being possible through a variety of health department programs.

B. Primary Purpose of Position:

The Office Assistant II will be responsible for assisting the school nurse with administrative duties related to COVID-19. The primary purpose of this position will be:

1. To support K-12 COVID-19 testing program activities
2. Provide COVID-19 support and response in schools
3. Provide and support other school health program activities that foster healthy students, in school and ready to learn.

This position will work with the Director of Nursing, Lead School Nurse, and the school nurses who are assigned to the schools in Madison County. Supervision is received from the School Nurse that the Office Assistant II is assigned to, the Lead School Nurse PHN II and/or Director of Nursing who reviews work through analysis of reports and periodic conferences.

C. Work Schedule

This position is a temporary full-time position of 40 hours a week with benefits and is non-exempt under the Fair Labor Standards Act. This position follows the Madison County Academic Calendar.

D. Change in Responsibilities or Organizational Relationship: N/A

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:

1. Audit student records for health assessment and up to date immunizations
2. Assist with vision screenings and BMI assessments of students
3. Communicate with parents/guardians regarding student health conditions
4. Assist school nurse with daily tasks
5. Serve as back up for medication administration and/or other duties if school nurse is unavailable or out
6. Perform clerical duties such as mailing or faxing information to parents, medical offices, etc
7. Knowledge of basic of basic computer systems and ability to perform tasks.
8. Including COVID-19 education, assessment and COVID testing of students and /or staff.

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

A high level of accuracy is required for this position when accessing or entering patient data

2. Consequence of Error:

Errors can result in loss of revenue and negative impact on funding related to incorrect reporting of financial data and billing delays where patient data is concerned.

3. Instructions Provided to Employee:

Each employee must:

1. Be familiar with department policy and procedures.
2. Be trained in OSHA regulations.
3. Receive instruction in blood borne pathogens, CPR, AED, First Aide, respiratory fit testing, annually.
4. Complete ICS 100b, ICS 200b, NIMs 701A, 800B at employment and stay current on trainings and staff development as required.
5. Participate in preparedness exercises as needed.
6. Attend trainings and meetings as required.
7. Receive instruction on Unified Health Communication, which addresses Health Literacy, Cultural Competency, and limited English Proficiency.

4. Guides, Regulations, Policies and References Used by Employee:

The Office Assistant II is guided by Health Department Administrative Policies and Procedures Manuals, Medicaid guidelines, and HIPAA rules.

5. Supervision Received by Employee:

Work requires more independent judgment in applying the professional standards and guidelines. Employee's performance is reviewed annually and as needed.

6. Variety and Purpose of Personal Contacts:

Personal contacts may range from vendors, health department co-workers, school personnel and students to Madison County residents and health department clients to peers in other public agencies and medical facilities.

7. Physical Effort:

Limited demand for physical exertion. The ability to lift moderate amounts of weight could be necessary. Some lifting, stooping, and driving are required.

8. Work Environment and Conditions:

The work environment is safely sheltered with a minimum amount of outdoor activity.

Travel for the department during inclement weather would be at the employee's discretion.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

Computer, Printer, Telephone, Copiers, scanners, fax machines, calculators, signature pads, postage meter, phones

10. Visual Attention, Mental Concentration, and Manipulative Skills:

A high degree of visual and mental concentration is necessary. Manual dexterity is a necessary skill.

11. Safety for Others:

Must be cognizant at all times of student and co-worker safety in the school. The Office Assistant II should be free of communicable disease and observe universal precautions while at work. Refrain from harmful behaviors which could affect co-workers, health department, school personnel, students, and county residents

12. Dynamics of Work:

Employee must be energetic, self-motivated, competent, and possess good communication skills. An ability to cooperate with peers, supervisors, clients, physicians, and others as the need arises.

III. A. KNOWLEDGES, SKILLS, & ABILITIES:

1. General knowledge of office methods and practices.
2. Ability to use correct spelling, punctuation specialized vocabulary, and proofread.
3. Ability to learn and apply a variety of guidelines.
4. Ability to use a variety of office equipment, Microsoft Excel, Microsoft Word, specialized software.
5. Ability to input data accurately and efficiently.
6. Ability to work with people with courtesy and tact.
7. Must be self-motivated, able to prioritize, and work independently

B. 1. Required Minimum Training:

High School Diploma or equivalent required. High Transcripts are required. Preferably some experience with custom service/administrative support or related experience working with sensitive/confidential information.

Resumes will not be accepted without the completed application. Application must include a summary of job duties performed and work experience. **"See resume" on application is not acceptable. Copy of transcripts and current license or or certificates**

Application Process: Applicants should contact Kathy Price at the Madison County Health Department at (828) 649-3531 or e-mail: kprice@madisoncountync.gov Madison County is a drug free workplace.

Date Posted: 11/4/2021 Closing Date: Until filled

