



COUNTY OF NYE

CLASS TITLE: *Community Health Support Specialist*

BASIC FUNCTION:

Under general supervision manages the State of Nevada, Bureau of Community Health Office (BCH). Performs a wide variety of administrative and management duties to ensure that clients receive a high quality of preventative health services. Requires the exercise of considerable initiative, independent judgment and discretion in screening calls, visitors and mail; answering and disposing of requests for information; and in general public relations activities. New assignments and changes in policies and procedures are received in general outline and employees are expected to proceed with minimum supervision; however, advice and assistance are normally available. Work is reviewed for the achievement of desired results and adherence to established policies and procedures. Ensures confidentiality for all clients.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

Performs a variety of moderate to complex administrative office duties for the BCH office.

1. Establishes and maintains complex filing system and monthly reports, and patient records to include but not limited to: OSHA vaccine enrollment and contracts, family planning program, immunizations, inventory documents, tuberculosis state program; SEPTA statistical, mileage reports, and Nevada State Immunization Registry.
2. Maintains appointment schedules; screens and refers callers; tracks deadlines and multi-task requirements; provides detailed responses to information requests about programs and activities; relays complex and important instructions and messages.
3. Prepares and composes correspondence; types a variety of materials, including administrative and public reports for reproduction and distribution; performs data entry; prepares complex work sheets and tables, makes various mathematical computations.
4. Monitor vaccine storage to ensure proper refrigerator and freezer temperatures; maintains inventory and records in Vaccine Registry.
5. Coordinate clinics and activities in and with surrounding communities, County departments and outside agencies for flu shot clinics and shots for tots.
6. Prepares, submits and maintains account payable records, account receivables, purchase orders, vendor claims, cash receipts, deposits, travel expenses, contracts, and ledger sheets.

7. Prepares billings to include but not limited to Medicaid, Medicare, Senior Dimensions, Nevada Check-up, Women's Health Connection, and OSHA and submits to State office for billing.
8. Attends meetings, conferences and conference calls in accordance with established practices and procedures.
9. Plans and maintains an adequate supply of office materials and supplies.
10. Performs a variety of special projects and assignments related to the duties and responsibilities of the class.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or GED equivalency and 2 years of general office experience related to the class.

LICENSES:

Nevada Drivers License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Supervise clerical support staff when provided by Health & Human Services. Recruit and supervise volunteers for Flu Vaccine Clinics and Health Fairs.

CONTACTS:

Co-workers, supervisor, general public and outside agencies.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Routine clerical and clinic setting.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Clerical environment – subject to normal office noise. Routine travel to schools, community centers, and outlining clinics involving transporting nursing and administrative supplies.