

Georgia Division of Public Health
North Health District 2



PROGRAM ASSISTANT

HALL COUNTY HEALTH DEPARTMENT

(Full Time/Unclassified Position)

Position #00001593

Posting Date: June 30, 2015

Application Deadline: July 10, 2015 (Close of Business)

Location: Hall County Health Department, 1290 Athens Street, Gainesville, GA 30507

Recruitment: This position is open to all qualified applicants.

Annual Salary: \$22,406.28 (Experience Considered) Pay Grade: 9

Responsibilities: Under general supervision,

- Sits at the Reception desk and determines the nature of the client's business appropriate information and assistance. Signs in client's for all walk in services, Travel Clinic, Child Health Clinic, and Infectious Disease Clinic. Maintains the number dispenser and makes sure to call clients in the order they arrive.
- Greets visitors and directs them to the appropriate clinic/staff for assistance. Monitors patient waiting area to prevent excessive waiting time and to ensure safety.
- Receives screens and directs telephone communications. Answers the phone within 4 rings when able and assists the client and/or directs the call to the appropriate person.
- Interprets and translates orally and in writing, health care information for limited English proficient clients. Conveys appropriate translations to

client/family regarding various health care programs, guidelines, services, support systems and problems.

- Provides general clerical support to include such tasks as data entry/maintenance, copying/distributing documents and materials and maintaining record-keeping and filing systems, etc.

Technical Competencies:

Computer Skills

Ability to maintain routine clerical records

Ability to maintain and update filing system.

Minimum Experience: High school diploma or GED and one year of related experience OR One year of vocational/technical school or college education OR One year at the lower level or at an equivalent position.

Preferred Qualifications: Must be Bilingual both English and Spanish. Read, Write and Speak. Test Score 90 or above.

Additional Information: Applicants must complete and submit a State Application and complete clerical test before close of business on the application deadline. All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews. Application should include an E-mail address and a daytime phone number where you can be reached.

Applications may be faxed to 770-535-5899 or e-mailed to e-mail

Linda.peck@dph.ga.gov

Applicants must complete Administrative Clerical Test before close of business on the application deadline.

Applicants may take the Administrative Clerical Test at the District 2 Health Office, 1280 Athens Street, Gainesville, GA 30507, between the hours of 8:00 a.m. until 4:00 p.m. District 2 Employees not in the clerical series must complete and pass the clerical test.

Pre-employment drug screen and criminal records check (fingerprinting) are required.

AN EQUAL OPPORTUNITY EMPLOYER

NO NIGHTS, WEEKENDS, HOLIDAYS

NOTE: An applicant who has a disability requiring special accommodations should contact this office. In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing. For more information regarding employment with District 2 Public Health or to download a Georgia Merit System Application, Please logon to our website at www.phdistrict2.org