

## **NOTICE OF JOB OPENING**

Andrews County is currently accepting applications to fill a full time position at the Andrews County Health Department. Applications are available in the office of the County Judge, and online at the Andrews County website and will be accepted **until position is filled**.

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews, County, Texas. Completed applications should be returned to the Andrews County Health Department.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee, which is selected, prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing, as provided by the Personnel Policy. A background check will be performed.

### **JOB DESCRIPTION –ASSISTANT ADMINISTRATOR**

**Location: Andrews County Health Department:**

**Classification Title:**

Assistant Administrator

**General Description:**

The assistant administrator is responsible for overseeing daily clinic operations, providing supportive assistance to the Director and programs within the Texas Department of State Health Services, collecting monthly, quarterly, and annual report data, supervising employees, and maintaining established inventory standards for health department supplies and equipment. The assistant administrator reports directly to the Director.

**Working Hours:**

40 hours per week. Occasional work after 5:00 PM and on weekends may be required.

## Scope of Responsibilities:

### Communication:

- Communicates effectively with clients, co-workers and the public, both orally and in writing.
- Presents ideas, information, or staff education effectively in staff meetings and/or on an individual basis with co-workers.
- Portrays a positive attitude.
- Cooperates with co-workers by assisting others and /or by accepting guidance from other staff.
- Demonstrates assertiveness skills.

### Accountability:

- Prepare the health department vouchers and bills for payment by the Andrews County Auditor's office.
- Processes medical billing including Medicaid/Medicare in the electronic health record.
- Work with staff in meeting clients' special financial needs.
- Prepare and submit monthly, quarterly, and annual reports in the stated time period.
- Prepare and submit monthly reimbursement request (MRR), B-13's, quarterly 269a, and other reports (annual reports, Rider 75, etc) to DSHS.
- Uses multiple computer programs to perform job including MS Word, Excel, eClinical Works.
- Participates in budget preparation and justification.
- Collaborates with the Director to prepare proposals and justify financial and health care needs to agencies providing funding for the program.
- Prepares and checks vouchers, bills, and requisitions for accuracy and conformance to budgetary constraints.
- Develop necessary contracts for services and supplies.
- Provide supportive assistance to the Director.
- Perform varying personnel functions as needed to ensure the smooth operation of the project such as following hiring procedures, orientation of new employees, employee counseling relative to employee needs, conducting staff meetings, and time tabulations.
- Verify billing for appropriate grant funds.
- Assist with updating policies and procedures when appropriate.
- Ensure established inventory standards for the health department supplies are maintained.
- Augments the receptionist, clerical record keeping duties of the office staff as needed.
- Justifies and calculates time cards, and reviews and verifies time sheets.
- Maintains filing system.
- Maintains equipment list.
- Performs related work as assigned.
- Supervises non-nursing staff.
- Conducts eligibility services in the absence of the eligibility coordinator.
- Prepares and mails accounts receivable bills to clients.
- Conduct office supply inventory and order office supplies.

- Makes financial arrangements with clinics/providers for patient referrals and with patients for health care costs not covered by health department.
- Looks for external resources to pay for client health care costs accrued outside the health department.
- Complete provider credentialing forms and track renewals.

#### Referral

- Screens clients for referral needs and refers clients to the appropriate agency for assistance.
- Is aware of community resources and basic qualifying criteria (i.e., WIC, food stamps, Medicaid, Emergency food needs, WTO transportation).
- Makes necessary referral appointments.

#### Career Development:

- Participates in educational and/or career development activities, such as workshops for personal self-improvement or job-related improvement/professional development.
- Attends appropriate grant related meetings.
- Demonstrates initiative.
- Demonstrates knowledge of job and willingness to apply it.

#### Quality Improvement:

- Participates in quality improvement activities.
- Assists with and/or performs data collection activities for Title V Fee, Primary Health Care, Regional and Local Health Services, Immunization, and is involved in the evaluation of clinic activities related to meeting designated goals and objectives.

#### Community Service:

- Participates in community services activities.

#### Bio-Hazards:

- May come in contact with potentially infectious agents and some waste disposal.

#### Minimum Education and Experience Requirements:

- Computer skills.
- Knowledge of office management and administrative procedures.
- Ability to understand and interpret agency policies and procedures.
- Ability to establish and maintain effective working relationships with clients, other agencies, and co-workers.
- Ability to meet the public and effectively interpret agency programs, plans, and services.
- Ability to communicate effectively.
- Self-motivated, energetic, and creative.
- Ability to keep accurate records.

#### Qualifications:

- One (1) year (30 semester hours) of accredited college work.
- Three (3) years of full-time experience in a responsible position that provided experiences as outlined in the scope of responsibility.
- Two (2) years of the indicated experience may be substituted for the required college education.