

Clinical Assistant – Immunizations -Time limited – Non-Benefitted Position

Hourly wage: \$14.65 per hour

Job Summary

Under general supervision from a Nurse Supervisor or Bureau Director, performs a variety of clerical and secretarial support duties as needed. Support duties include the day-to-day operations of Immunizations.

This position operates in a professional office environment and routinely uses standard office equipment such as a computer, photocopier, shredder, and telephones. Work may expose the incumbent to contagious or infectious diseases; therefore, certain immunizations are required.

Duties include any or all the following:

- Performing general client in-take and registration using electronic medical and/or paper records.
- Compliance with HIPAA regulations.
- Entering data or searching for patient records in appropriate electronic medical records.
- Performing general clerical and secretarial duties.
- Responding to calls and occasional walk-in clients in a timely and professional manner.
- Maintaining positive working relationships with co-workers, supervisors, and the general public.
- Organize and maintain chart filing system along with information and resources that the nurses use in education for families.
- Assisting the CHEC coordinator with CHEC phone calls.
- Organization and documentation of community donations for families as needed.

Knowledge, Skills, and Abilities

Knowledge of standard office practices

Knowledge of proper grammar, spelling, and punctuation

Skilled in reading, writing, and basic math

Operating standard office equipment

Skilled in basic computer programs and data entry

Ability to learn and work effectively in computer programs unique to the Health Department

Ability to communicate effectively both verbally and in writing

Ability to understand and follow clear work instructions

Preferred Education and Experience

Preference may be given to applicants who type at a rate of **40 WPM** net or above.

Preference may be given to applicants who are **bilingual in English and Spanish**.

Additional Eligibility Qualifications

Applicants must possess a valid Utah driver's license or obtain a valid State of Utah driver's license within sixty (60) days of employment. Selected applicants will be required to submit to a pre-employment drug screen and background check. Selected applicants will be strongly encouraged or required to receive immunizations according to the Center for Disease Control and/or County Health Department Policies.