



Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: [@PublicHealthDMC](https://www.facebook.com/PublicHealthDMC) • LinkedIn: [@public-health-dayton-&-montgomery-county](https://www.linkedin.com/company/public-health-dayton-&-montgomery-county)

TWO POSITIONS AVAILABLE

Position: Office Support Specialist I or II

Department: Addiction Services

Office: Health Services

Posting Date: March 5, 2019

Hours: Full-time, varies M - F 7:30 am - 4:00 pm
8:00 am – 4:30 pm, and 10:30 am – 7 pm

Starting Salary: **B22** \$13.62/ hour - \$28,329.60/Annual
B25 \$14.67/hour - \$30,513.60/ Annual

Minimum Qualifications:

- High school diploma or equivalent with coursework in keyboarding and knowledge of office practices and procedures utilizing a PC and standard word processing software
- Ability to key at least 35 wpm
- Current valid Ohio driver's license & access to a motor vehicle
- Must possess a working knowledge of all Microsoft Office products

Preferred Qualifications:

- Two years' experience as an Office Support Specialist I
- Excellent customer service skills
- Bilingual
- Notary or become a notary
- Medical office experience

Responsibilities include but not limited to:

- Performing support functions which include greeting and interacting with clients, using an electronic medical records system to perform registration activities which include client intake and checkout; scheduling appointments, answering client's questions and answering a multi-line phone.
- Scanning client information into the electronic medical records and maintaining client confidentiality
- Providing office support to all Addiction Services components
- Assist clients with applying for Medicaid and other services as necessary
- Retrieve and store client records as needed
- Oversee supply storage area order, monitor and maintain supplies for agency
- Complete and maintain facilities maintenance requests
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings
- Fax, email, or deliver the completed application to Human Resources: humanresources@phdmc.org
Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422
Fax (937) 496-3070

Deadline to Apply: March 20, 2019 or until position is filled

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").