



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 • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Administrative Assistant II

Department: Addiction Services

Office: Health Services

Posting Date: April 29, 2019

Hours: Full-time, M - F 8 am - 4:30 pm

Starting Salary: B37/1 \$19.73/hour - \$41,038/Annual *

**(Salary Commensurate with experience)*

Minimum Qualifications:

- A Bachelor's degree in Public, Business, or Health Administration
- Two years of progressively responsible administrative experience
- Must have cultural competency with diverse and at-risk populations
- Current valid Ohio driver's license & access to a motor vehicle
- High proficiency with Microsoft Word, Excel and Access

Preferred Qualifications:

- Experience working with an Electronic Medical Record System
- Knowledge of some form of billing system

Responsibilities include but not limited to:

- Conducting internal audits of client charts, billing records, and other quality assurance activities
- Assisting in the implementation, maintenance of the electronic medical record
- Serve as electronic medical record super user providing system technical support to staff
- Developing various statistical and financial reports
- Documenting statistical data, and completing various forms as appropriate
- Generating periodic reports for funding services and assisting with documentation for National, State, and CARF accreditation
- Assisting with the completion of grant applications as requested
- Coordinate distribution of various satisfaction surveys
- Create, edit and manage agency paper document templates
- Serve as Safety Officer, attending safety committee meetings, conducting and documenting drills, facility inspections, and maintaining first aid supplies
- Serve as backup to front office staff, assist with client insurance documentation management
- May be required to play an active role during a public health emergency, crisis, outbreak, incident or event in which the Health Commissioner deems additional changes in responsibilities and working locations / 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 at:

Public Health - Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

Fax (937) 496-3070
humanresources@phdmc.org

Deadline to Apply: May 15, 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/or 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").