



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

POSITION AVAILABLE

Position: Public Health Clinic Support Supervisor

Department: Central Medical Records –
Communicable Disease/STD TB Clinic

Office: Health Services

Posting Date: December 15, 2021

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

Starting Salary: **B32** \$25.44 /hour - \$27.82/per hour
\$52,915.20 - \$57,865.60 /Annual
*** salary commensurate with experience*

Minimum Qualifications:

- A Bachelor's Degree in Health Information Management or related degree with two or more years working in the Medical field and five years of Management/ Supervisory experience.
- Current Valid Driver's license & access to a motor vehicle

Responsibilities include but not limited to:

- Supervises daily activities of Office Assistant staff members assigned to the Disease Prevention Clinic.
- Ensures staff accountability, conducts performance evaluations, and ensures goals and objectives are met.
- Reviews and monitors work to ensure compliance with requirements of other governmental entities. Approves leave and resolve work related conflicts. Train new hires and cross-trains Office Assistant Staff to provide adequate support and to ensure timely completion of assignments.
- Writes and revises Standard Operating procedures and policies for Office Support Staff.
- Conducts job interviews and make recommendations for hire.
- Serves as a technical resource for Office Support Staff for questions regarding computer software programs relating to medical records documentation. Trouble shooting software problems and determines appropriate department to contact. Assists with training staff on computer software program and software updates.; Serves as contact person for software updates and maintenance as necessary.
- Oversees the client Portal communications.
- Maintains medical records for the Disease Prevention Clinic, utilizing an integrated computer software program consistent with standards of accrediting and regulatory agencies; reviews and monitors medical records for completeness and make necessary corrections or follow-up with appropriate Disease Prevention team members; Prepares and compiles data for related statistical monthly, quarterly and annual clinic reports; works closely with Nursing Coordinators and staff to ensure Integrity of medical records documentation and medical information.
- 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

PHDMC provides a quality, affordable and competitive benefits package to employees, including the following:

- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligible to contribute to a Deferred Compensation Program (Section 457 plan)

How to apply: Complete the application found on our website: www.phdmc.org/about/employment-postings.

- Fax, email, or deliver the completed application and resume to Human Resources at:
Public Health – Dayton & Montgomery County Fax (937) 496-3070
117 South Main Street, 2nd Floor humanresources@phdmc.org
Dayton, Ohio 45422

The Closing date to apply is January 14, 2022 or until position 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").