

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Health Department to fill one or more vacancies in the following job classification:

Classification: Program Assistant  
Location: LaSalle County  
Department: LaSalle County Health Department  
717 E. Etna Road  
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: 8:00am-4:30pm

Hourly Wage: \$13.00/hour

See job description for duties, minimum qualifications; bilingual in Spanish capabilities beneficial

Interested persons should apply by providing a resume and completed LaSalle County employment application and returning it to:

LaSalle County Health Department  
ATTN: Connie Brooks  
717 E. Etna Road  
Ottawa, IL 61350

Or email: [cbrooks@lasallegcountyil.gov](mailto:cbrooks@lasallegcountyil.gov)

# LaSalle County

## Job Description



**Job title: Program Assistant**

**Work Location: LC Health Department**

**Division/Department: Personal Health, Environmental Health and Administration**

**Reports to: Director of assigned Division**

**Employment Classifications:**

- Full-time  Part-time  
 Exempt  Nonexempt  
 Salaried  Hourly  
 Bargaining Unit

**Salary Grade: \$13.00/hour**

**Current Employee holding position is:**

**Essential Duties and Responsibilities:**

**Front Desk Receptionist**

- Answer telephone
- Address incoming clients
- Complete outgoing mail on a daily basis
- Process incoming mail/newspapers & distribute to staff
- Maintain postage machine & supplies
- Collect & copy BOH packet materials
- Maintain fax machine & supplies
- Distribute incoming faxes to appropriate personnel
- Make changes to telephone lists/distribute to staff
- Maintain lobby/reception area
- Update "board" daily and throughout the day to reflect staff availability
- Assist with UPS and certified mailings
- Update changes to Route Slips for newspapers and office staff
- Assist Personal Health, Environmental Health and Administration departments as needed
- Order and maintain office supplies for all Health Department personnel
- Assist with public health emergencies, disease outbreaks and emergency preparedness exercises.
- Provide secretarial duties for the Administrator
- Provide assistance to other Professional Support Staff members as needed, including front desk coverage, vacations, sick time, conferences, lunch time, etc.
- Compile and Copy Board of Health packets on a monthly basis
- Other duties as assigned

**FAMILY HEALTH/WIC/FCM**

- Maintain strict confidentiality regarding the client's enrollment and all information regarding or related to the client
- Interviews clients for income/program eligibility
- Perform client intake and enrollment
- Schedule client's appointments
- Performs routine correspondence, filing record keeping, mailings
- Demonstrates courteous behavior toward clients
- Assists the staff with the secretarial operations of the Family Health Division
- Assists the WIC Coordinator with the operations of the WIC/Family Health Satellite sites
- Maintains the CORNERSTONE & IWIC Programs
- Attends CORNERSTONE & IWIC training classes as needed

- Inputs client data into the CORNERSTONE & IWIC programs and other computer software programs
- Returns clients charts to the case manager in a timely manner in order to expedite follow-up and case management services
- Answers telephone calls
- Performs outreach to clients on program services.
- Data entry for billable services
- Provide assistance to the front desk
- Provide assistance to the other Professional Support staff members as needed, this would include vacations, sick time, conferences, etc
- Be flexible and adapt to varying workloads and work priorities
- Follow instructions and willingness to work under supervision
- Assist with public health emergencies, disease outbreaks and emergency preparedness exercises.
- Other duties as assigned

#### **CD/Immunization & Health Promotion**

- Provide assistance to staff in all CD Programs
- Accept direction and requests from all CD staff nurses in a timely and professional manner.
- Maintain strict confidentiality of all client Protected Health Information.
- Demonstrate courteous and respectful behavior to clients at all times.
- Be flexible and adapt to varying workloads and priorities.
- Working with and under the direction of the Immunization Public Health Nurse, maintain the integrity and operation of the Immunization Program.
- Receive phone calls and schedule appointments for childhood immunization clinic appointments
- Be accommodating of parents/guardians' requests for scheduling appointments as much as possible.
- Maintain current Vaccine Information Statements for all vaccines.
- Respond to all requests for Immunization records-child and adult.
- Maintain an orderly system of filing childhood immunization charts so that any staff member can readily access a record when needed.
- Pull charts and give to the Immunization Nurse at least 3 working days before each clinic.
- Call parents/guardians the day before every clinic to remind them of their clinic appointment.
- Assist with set-up and tear down of immunization clinics.
- Provide correspondence and communication regarding clinics as defined by need-i.e. flu clinic flyers, childhood clinic schedules, etc.
- Maintain routine and timely data entry into the ICARE Computer System.
- Immediately following each childhood immunization clinic, enter the complete record for each child.
- Have all immunizations entered into ICARE by the end of each month so the Immunization Nurse can complete the vaccine accountability report and restock the vaccine supply.
- Generate ICARE reports as needed/requested.
- Process Medicare, Medicaid, and/or any other Claims in a timely manner.
- Process Medicaid claims for childhood immunizations after each clinic.
- Process Medicare/Medicaid claims after all flu clinics.
- Assist the Immunization Nurse with E-dispense look ups.
- Prepare billing for County and State employees as needed/requested
- Provide invoices for authorized private, business, group billings as requested.
- General CD duties as listed but not limited to the following:
- Maintain a current and adequate supply of all forms required for the Immunization, TB, HIV/AIDS, and STD programs.
- Copy and restock supplies as needed.
- Purge immunization records of clients who are 23 years of age or older and purge files for permanent record storage according to the Illinois Records Commission rules and policies.
- Prepare CD/Immunization standing orders for Personal Health Director annually in May.
- File completed TB test cards.
- Copy and/or create documents, forms, etc. for BT events and drills
- Participate in BT events and drills
- Enters billing information for insurance claims; Immunizations
- Enters billing information for reimbursement; IBCCP

- Provide assistance to other Professional Support Staff members as needed, including front desk coverage, vacations, sick time, conferences, lunch time, etc.
- Assist with public health emergencies, disease outbreaks and emergency preparedness exercises.
- Other duties as assigned

**ENVIRONMENTAL HEALTH**

- Provide assistance to staff in all programs under the Environmental Health Division
- Accept direction and requests from all EH staff in a timely and professional manner.
- Maintain strict confidentiality.
- Demonstrate courteous and respectful behavior to public at all times.
- Be flexible and adapt to varying workloads and priorities
- Front Desk coverage, during lunch routinely and on an as needed basis
- Receive phone calls and provide basic program information to the public.
- Assist EH Management with monitoring the EH email and help to forward emails to staff.
- Enter inspection data, print inspection schedules and stats from E.H. computer software
- Type Health Permits and mail annually
- Faxing, copying, typing letters, doing deposits/receipts, UPS/FED X shipping as needed for E.H. staff
- Computer data entry for all E.H. programs as needed
- Maintain septic and well contractors listing for E.H. staff
- Enter private water and non-community public water supply sample results into computer
- Type newsletters for food, well, and sewage programs
  - Collect, copy, and route E.H. time sheets
- Maintain E.H. Staff education logs as needed
- Maintenance of E.H. Printer as needed
- Other tasks as assigned
- Performs all job tasks within the rules and guidelines of the County’s Safety Policy and Procedure Manual.
- Provide assistance to other Professional Support Staff members as needed, including front desk coverage, vacations, sick time, conferences, lunch time, etc.
- Assist with public health emergencies, disease outbreaks and emergency preparedness exercise.

**Education and/or Work Experience Requirements:**

Minimum qualification for this position is high school graduation or equivalent

- Successful completion of a background check
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills, including ability to effectively communicate with staff and clients.
- Ability to follow direction and work independently
- Team player with willingness to support departmental success

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires sitting (6-8 hrs), standing/walking (1-2hrs) and constant use of the hands and fingers for typing/keyboarding. This position may experience occasional stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing, reaching and grasping movements. Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal; extensive reading; additionally to make general observations of facilities or structures such as during inspections.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**