

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Administrative Specialist
Position to be filled: January 8, 2018
Salary: \$30,060.00 annually

Reports to: Administrative Services Supervisor
Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Minimum Requirements:

- High school diploma or equivalent.
- Minimum of six months of related experience.
- Ability to efficiently multi-task on a daily basis.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.).
- Good customer service, verbal and written communication skills.
- Good interpersonal relationship skills including cultural sensitivity & competence.
- Good Organizational and filing skills.

Responsibilities:

Will include, but NOT limited to:

- Performs related clerical and data entry duties for assigned programs.
- Greets customers via face-to-face, phone, and electronic methods, and directs customers to the appropriate parties.
- Provides information to customers regarding CCBH programs and services.
- Forwards customers and other professionals to appropriate staff for more detailed discussions about CCBH programs and services.
- Guides customers through eligibility and enrollment process for assigned programs.
- Schedules appointments for clients at medical providers in the community.
- Uses appropriate filing systems and database(s) to create and/or maintain physical and electronic records.
- Performs regular audits of databases and physical files to ensure data integrity.
- Develops and extracts basic reports from databases and provides reports to internal and external customers.
- Coordinates the distribution of CCBH reports, promotional materials, program materials, and other information for dissemination to internal and external customers.
- Participates in public health emergency activities as needed.
- Collaborates with internal and external partners on special projects as assigned.
- Performs other duties as requested and/or assigned by Supervisor or Director/Deputy Director.

Forward pre-employment application to:

Human Resources
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: 4:30 p.m. November 27, 2017

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website,
www.ccbh.net. Please attach your resume.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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