

EMPLOYMENT OPPORTUNITY

Support Services Associate I

The Calloway County Health Department is currently accepting applications for a Support Services Associate I position. This position is full-time and includes an excellent fringe benefit package.

Minimum education/experience requirements:

High School diploma or GED. Preference will be given to those applicants with experience in the medical/health field.

Duties for this position include, but are not limited to, the following:

Assemble complete medical records, interview patient to ensure completeness and accuracy of demographic information required for various services and programs, route/direct patient to appropriate staff person, maintain patient medical records and filing system, collect and record fees obtained from patients, prepare routine letters, labels and other appropriate material, answer multi-line phone system, schedule initial and follow-up appointments, review appropriate reporting sheet (Patient Encounter Forms) (PEF) of services provided to ensure completeness and accuracy, enter information from the PEF into statewide network, generate and/or issue Woman Infant and Children (WIC) benefits, and perform assigned program functions per guidelines such as monitoring reports and maintaining tickler systems.

Starting Salary Range: \$13.50-\$16.79 per hour depending on additional experience. For full-time status, 5% increase will occur for successful completion of the six-month probationary period. Grade Level is 10.

All applicants will be subject to a pre-screening process. A criminal background check is required prior to interviewing and employment. Calloway County Health Department is an Equal Opportunity Employer. www.callowayhealth.org

All applicants will be subject to a pre-screening process. A criminal background check is required prior to interviewing and employment.

Deadline to Apply: January 4th, 2023, by close of business.

How do I Apply? You can apply for this position online by going to <https://kog.chfs.ky.gov> , click on Login and create an account. You will select Citizen or Business Partner and complete the Signup Page. Once you have an account, click on the LHDCOS Search and Apply tab. You will then update your profile and complete the application. College transcripts must be uploaded before the close date of the advertisement. Resumes will not substitute for completed application. If there are any questions, you may email Jamie Hughes, Public Health Director, at jamieh.hughes@ky.gov.

Calloway County Health Department is an Equal Opportunity Employer. www.callowayhealth.org