



AppHealthCare
Appalachian District Health Department
www.AppHealthCare.com



Caring for our Community

October 28, 2021

POSITION VACANCY

- Position Available:** Office Assistant IV
405-04-508
- Location:** Appalachian District Health Department
Ashe County Health Department with the potential to travel to any
District office location as need demands.
- Salary Range:** **Grade 60: \$27,888** Annually
- Hours:** 40 hours per week Monday-Friday generally 8am to 5pm with potential
to work between the hours of 7:30am and 6:00pm to meet client
demands. Limited evenings or weekends required occasionally for
special events.

Job Description: This position serves as an Administrative Specialist at the Ashe County office of AppHealthCare. This position will fill a critical role in the department by providing office support to serve clients seeking a variety of services.

In addition, the position will be part of a great front office team and will complete a variety of administrative functions for clinical public health services including patient registration, determining fees or applicable sliding fee discounts based on family size and prescribed guidelines, processing and accepting payments, and assisting with medical records. The successful candidate in this position will also have a comfortable working knowledge of basic computer office software, electronic health records, and office support duties. In addition, a strong candidate will be able to prioritize daily work activities including but not limited to referrals, medical records, billing transactions in a busy medical office environment while prioritizing customer service.

This position will directly report to the Director of Operations.

Nature of Work: Employees at this level independently perform a variety of tasks in support of an office operation, program, or work unit applying varied guidelines and program knowledge which require some interpretation. The majority of time is spent performing office support tasks that involve several steps and require the selection of the most appropriate action within procedural and operational guidelines that are normally available. Work involves providing assistance to staff, service recipients, other organizational units and the public in resolving problems or inquiries. Work requires a significant knowledge of the office or work unit's policies and procedures in order to communicate or process information or documents involving program functions and services, to access office systems for information and to prepare documents and reports.

BUSINESS OFFICE 157 Health Services Road PO Box 309 Sparta, NC 28675 336-372-5641 336-372-7793 Fax	ALLEGHANY CO. HEALTH CENTER 157 Health Services Road PO Box 309 Sparta, NC 28675 336-372-5641 336-372-7793 Fax	ASHE CO. HEALTH CENTER 413 McConnell Street PO Box 208 Jefferson, NC 28640 336-246-9449 336-246-8163 Fax	WATAUGA CO. HEALTH CENTER 126 Poplar Grove Connector PO Box 307 Boone, NC 28607 828-264-4995 828-264-4997 Fax
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Minimum Training Requirements and Experience: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

Additional preferred knowledge, skills, and abilities include: Have medical office and/or customer service experience strongly preferred.

APPLICATION PROCESS:

Applications may be accepted by mail to the post office box address listed below or in person. Applicants wishing to hand-deliver items may drop off items requested at the Alleghany County office located at 157 Health Services Road, Sparta, NC 28675 during normal business hours 8:00am-4:45pm, up to 4:45pm on closing date listed. Internal candidates may notify and forward their application package to Sheila Andrews, Human Resources Director.

Please submit a State Application, Resume, and Cover Letter to:

Attention: Office Assistant Interview Committee
Sheila Andrews
Human Resources Director
Appalachian District Health Department
PO Box 309
Sparta, NC 28675

An Equal Opportunity Employer

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