

JOB ANNOUNCEMENT

Position Is Based on Grant Funding

POSITION: Children Health Evaluation & Care (CHEC) COORDINATOR - Health/Nursing Division

Posting# 996602-0214md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Questionnaire
- A typing test score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 22; \$15.13 per hour (plus benefits package)

Step increase available after completing probation and annually thereafter.

OPENING DATE: February 5, 2014

CLOSING DATE: February 20, 2014

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Performs a variety of full performance administrative support duties related to planning, organizing, and coordinating the development of community resources targeting the needs of qualified participants in the Children Health Evaluation and Care (CHEC) Program and related services.

DUTIES INCLUDE:

Contacts physicians and dentists, who provide Medicaid services to eligible clients, to inform them and their staff of the purpose and function of the CHEC Program.

Establishes working relationships, networks and partnerships with medical professionals as needed to staff the targeted service levels of the program; ensures compliance with HIPAA regulations.

Assists in monitoring program participants and clients to ensure participation and continued effective use of program services; responds to calls from clients and service providers; extracts data from state health department databases related to program clients and conducts follow-up.

Performs periodic follow-up with service providers and professionals to keep them informed on activities, outreach, and resources available through the county health department and to confirm the department's level of support for the programs.

Facilitates and coordinates network partner activities to promote cooperative support to strengthen program services and long term stability.

EVALUATION AND SELECTION FACTORS INCLUDE:

Considerable knowledge of: Children Health Evaluation and Care (CHEC) programs and objectives.

Working knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and creating basic spreadsheets; using various software programs unique to the Health Department and/or Nursing Division.

Ability to: Establish and maintain effective working relationships with employees, other agencies, and the public; communicate effectively verbally and in writing; understand broad objectives and follow general instructions.

Preference may be given to those applicants with bilingual Spanish speaking/reading skills.

REQUIREMENTS FOR EMPLOYMENT:

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. High school diploma or equivalent and five (5) years of general clerical or support work experience of which two years are directly related to community health, health promotion, or public health. Equivalent combinations of experience and completed education may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSING AND CERTIFICATION:

Incumbents must possess a current valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

