

Public Health Office Assistant

Washington County Health Department

Who we are and how we impact Tennessee:

TDH incorporates our values into the work we do each day to achieve our mission, live our vision and address our two strategic priorities of prevention and access.

Mission:

Protect, promote and improve the health and prosperity of people in Tennessee.

Vision:

- Healthy People
- Healthy Communities
- Healthy Tennessee

Our Values:

- Collaboration
- Excellence
- Integrity
- Compassion
- Respect
- Health Equity

Strategic Priorities:

Prevention:

- Support Local Leadership
- Decrease Youth Obesity
- Decrease Tobacco Use
- Decrease Substance Misuse
- Prevent and Mitigate Adverse Childhood Experiences

Access:

- Optimize Internal Clinical Efficiency
- Improve External Primary Care Access
- Leverage Innovation
- Expand Partnerships

[TN State Careers](#)

Job Overview:

The Washington County Health Department is seeking a Public Health Office Assistant. Under general supervision, performs county or regional health department office work, in a clinic setting, of average difficulty; and performs related work as required-An incumbent in this class performs some combination of patient registration, scheduling, patient checkout, fee/payment collection, accounts reconciliation, insurance, eligibility determination, patient education, WIC EBT disbursement, vital records processing, and/or medical records duties, local registrar, deputy registrar, lead clerk, TennCare enrollment coordination, and public relations duties; may also perform some property and procurement or personnel duties.

Key Responsibilities:

Reviews departmental policies and procedures to keep abreast of any changes, revisions, or additions. Resolving Conflicts and Negotiating with Others: Handles complaints, settles disputes, and resolves grievances and conflicts, or otherwise negotiates with others. Staffing Organizational Units: Establishes job performance plans; makes recommendations to County Director in relation to training, hiring, promotions, demotions, dismissals, and other human resources transactions; completes performance evaluations of subordinate office staff. Scheduling Work and Activities: Assigns and trains multiple job tasks. Training, Teaching, Coaching and Developing Others: Identifies the educational needs of others, develops educational or trains programs or classes, and teaches or instructs others. Identifies the developmental needs of others and coaches, mentors, or otherwise helps others to improve their knowledge or skills. Guiding, Directing, and Motivating Subordinates: Trains, supervises and evaluates a county health department office staff and its work.

Salary: Starting Salary range \$1,874-\$2,000 monthly.

Minimum qualifications:

High school diploma or GED and experience equivalent to 2 years of full-time customer service delivery and/or clerical/office work.

Benefits:

- 12 paid holidays
- Health Benefits available
- Paid vacation and sick leave



Public Health Office Assistant Washington County Health Department

To Apply: Please email resumes to Tammy.Cox@tn.gov with subject line Public Health office Assistant

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.