Position is full-time (includes one to two evenings a week 11:00 p.m.-7:00 p.m.). KCHD is a smoke free campus & offers pension, vacation, & some paid holidays. Equal Opportunity Employer.

EDUCATION/EXPERIENCE/LICENSURE:

- Requires a high school diploma or equivalent. Two (2) years' experience in an office setting, a certification in secretarial/administrative assistant or any combination of experience, education, or training, which would provide the level of knowledge, skills & ability required. Familiarity with medical coding terminology, insurance billing preferred.
- Familiarity with medical coding terminology, insurance billing preferred.
- Bilingual in Spanish preferred.
- Valid Illinois Driver's License.

SKILLS/KNOWLEDGE/ABILITIES (MAY INCLUDE):

- Requires the ability to display a positive, cooperative, professional, & team orientated attitude & the ability to establish & maintain working relationships with supervisor, co-workers, county, state & other officials & the general public.
- Requires proficiency to work in a Windows environment (i.e. Microsoft Office, Outlook, Excel, social media, etc.) & the ability to learn & work with a variety of software programs, including, but not limited to new computer-based, data management programs, as they emerge & become available.
- Requires the ability to communicate by phone as well as in person including excellent diction, a helpful & culturally competent approach, & the ability to be proficient at first impressions.
- Requires the ability to acquire & maintain a working knowledge of the operating practices, programs of all department units, & available community resources to refer & assist clients.
- Requires working knowledge of other equipment/technology, including, but not limited to copy, fax, scanning, computer/laptop, phone, etc.
- Requires the ability to add, subtract, multiply & divide, in all units of measure, using whole numbers, decimals, & common fractions, & the ability to compute rate, ratio, & percent & to draw & interpret bar graphs.
- Ability to pass background check.

ESSENTIAL DUTIES & RESPONSIBILITIES (MAY INCLUDE):

- Provide services for units/programs/agencies located at the health department, which include, but are not limited to Mental Health, Community Health, Environmental Health, Community Action, Veterans Assistance Commission, Housing, Workforce Development, emergency preparedness & other special programs & projects.
- Support duties, which include, but are not limited to, answer phones, assist/answer questions, provides information to county residents/clients, determine callers need, route calls appropriately. Schedule clients for services as needed. Greets all visitors/clients courteously, determines their needs & contacts the appropriate service, person or unit. Daily checks of general office voice mail & route to appropriate service/person/unit and assist with intake processes as directed.
- Maintains the records management system, including but not limited to filing systems, filing procedures, release of medical information, internal handling of records, retention, transfer & disposal.
- Clerical assistance for all department units as needed on a daily basis which include, but are not limited to, filing, copying client information as required, schedule appointments, informing clients of needed paperwork (i.e. social security card, bills, etc.) for their scheduled appointment.
- Assist with payment/fee collection & all related paperwork/computer entry including payment agreements, scheduling appointments & balancing receipts at the end of day. Assist in processes related to, but not limited to insurance/Medicaid eligibility.
- Complete verification of insurances including PPOs, Medicaid, and Medicaid MCOs.
- The candidate must reflect experience/interest in the culturally diverse population that the health department serves.

PHYSICAL DEMANDS: While performing the duties of this job, candidate must be able to do the following: Sit at a desk or in a vehicle for extended periods of time; occasionally stand, bend & reach above the employee's head occasionally lift and/or move up to fifty (50) pounds, including bulky and/or heavy inspection equipment; use hands to finger, handle, or feel; reach, push, & pull with hands & arms; stoop, kneel, or crouch; specific vision abilities required for this job include close vision, depth perception, & distance vision; occasional walk to other offices, county buildings.

SEND RESUME & COVER LETTER TO: Arissa Hunt, Executive Assistant
Kendall County Health Department
811 W. John Street, Yorkville, IL 60560
Fax 630/553-9506
E-mail awhunt@co.kendall.il.us

Resumes accepted through 11/14/2021 Posted 10/22/2021