



KENDALL COUNTY
HEALTH DEPARTMENT
EMPLOYMENT OPPORTUNITY
SUPPORT SERVICES
FULL-TIME NON-EXEMPT

Responsibilities:

- Provide services and support for all units/programs/agencies located at the health department.
- Perform support duties, which include, but are not limited to, answer phones, greet guests, answer questions, schedule appointments, manage filing, collect payments, verify insurance, data entry, and special projects.

Schedule:

- Position requires 2 evenings a week (11:00 am – 7:00 pm) Tuesday through Thursday.
- Remaining days (Mondays & Fridays) are 8:00 am – 4:00 pm or 8:30 am – 4:30 pm.

Benefits:

- 13 Paid Holidays per year.
- Paid Vacation Time – accrued each month, available for use immediately, increases incrementally with years of service.
- Paid Sick Time – 8 hours accrued each month, available for use immediately, unlimited carryover each year.
- Paid Personal Time – 16 hours annually.
- Group Health Insurance – Blue Cross/Blue Shield, HMO and PPO options available for employee and family members.
- Dental Insurance – available for employee and family members.
- Vision Insurance – available for employee and family members.
- IMRF Pension Plan.
- Employer sponsored Life Insurance – employee only coverage.
- Employee sponsored Life Insurance – available for employee and family members.
- AFLAC benefit options.
- Legal Shield & Identity Theft Shield benefit options.
- Employee Assistance Program.
- Tuition Reimbursement for qualified programs.
- Professional development encouraged, time allocated for trainings.

Support Services Qualifications/Skills:

- Positive, cooperative, and professional attitude.
- Excellent communication skills.
- Familiarity with medical coding terminology, insurance billing preferred.
- Reflects experience/interest in the culturally diverse population that the health department serves.
- Bilingual in Spanish preferred.

Support Services Education, Experience, and Licensing Requirements:

- 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.
- Valid Illinois Driver's License.
- Ability to pass background check.

To Apply:

Interested candidates should please email their cover letter and resume to Lorena Corral at lcrral@kendallcountyil.gov. Or feel free to give us a call at (630) 553-8053 to learn more about working at the Kendall County Health Department, an Equal Opportunity Employer.