

ATCHISON COUNTY HEALTH DEPARTMENT

521 Main Street
Tarkio, MO 64491
660-736-4121 (phone)
660-736-5533 (fax)



Job Title: Office Assistant

Department: Public Health

Location: Atchison County Health Department, 521 Main St., Tarkio, MO 64491

Job Type: Full-Time or Part-time Available; Monday - Thursday, 7:30am - 5:30pm

Closing Date: until a suitable candidate is found

Job Summary:

The Office Assistant position plays a vital role in supporting public health services by serving as the primary point of contact for clients and the public. Under general supervision, this position provides administrative, clerical, and customer service support to ensure efficient clinic and office operations. The role supports the mission, strategic goals, and accreditation standards of the health department in accordance with the Public Health Accreditation Board (PHAB).

Key Responsibilities:

- Serve as the first point of contact by greeting clients, answering phones, and directing inquiries in a professional and courteous manner.
- Schedule appointments, manage clinic flow, and assist with client check-in and check-out processes.
- Collect, verify, and enter client information into electronic health records (EHR) and public health reporting systems.
- Support electronic medical billing tasks including submitting and tracking claims, verifying insurance eligibility, and entering billing information accurately.
- Assist with payment posting and help patients and insurance companies with routine billing questions.
- Maintain confidentiality and comply with HIPAA and applicable federal, state, and local regulations.
- Provide general administrative support, including filing, copying, data entry, and records management.
- Assist with fee collection, receipts, and basic financial documentation as required.
- Support public health programs including immunizations, communicable disease services, maternal and child health, and environmental health as assigned.
- Distribute public health information and educational materials to clients and community members.
- Assist with emergency preparedness activities, special clinics, and public health events as needed.
- Participate in quality improvement activities, community health improvement plans, and support PHAB accreditation standards.
- Collaborate with clinical and administrative staff to ensure culturally competent and equitable service delivery.
- Uphold principles of continuous quality improvement (CQI) and performance management.

Required Qualifications:

- High school diploma or equivalent.
- Strong customer service, communication, and organizational skills.
- Basic computer proficiency, including data entry and use of office software.
- Ability to work independently with minimal supervision and manage multiple tasks in a fast-paced environment.
- Ability to maintain professionalism while working with sensitive or confidential information.
- Ability to lift up to 50 pounds.
- Ability to stand or sit for extended periods of time.
- Services provided on a nondiscriminatory basis.

Preferred Qualifications:

- One (1) year of experience in a medical, public health, or administrative office setting.
- Experience working in a public-facing role within government or healthcare.
- Familiarity with electronic health records or scheduling systems.
- Knowledge of public health programs and services.
- Bilingual or multilingual skills are a plus.

Core Competencies (Aligned with PHAB and Core Competencies for Public Health Professionals):

- **Communication Skills:** Clear, professional interaction with clients, staff, and the public.
- **Cultural Competency:** Respect for diversity and promotion of health equity.
- **Analytical/Assessment Skills:** Accurate data collection and record maintenance.
- **Community Dimensions of Practice:** Support community engagement and service delivery.
- **Financial Planning & Management:** Accurate handling and documentation of fees and services.
- **Leadership and Systems Thinking:** Contribute to agency mission, teamwork, and quality improvement initiatives.

Working Conditions:

- Primarily office-based with frequent public interaction.
- May require evening or weekend hours for clinics, special events, or public health emergencies.
- Work may involve exposure to communicable diseases; adherence to safety protocols is required.

Benefits:

- 10 hours vacation per month
- 10 hours sick leave per month
- 11 paid holidays per year
- Life Insurance
- Retirement Plan

About Us:

Atchison County Health Department is committed to protecting and promoting the health of all residents. We are proud to support a diverse workforce and foster a culture of excellence, collaboration, and innovation.

How to Apply:

Resumes directed to: Mail: 521 Main, Tarkio, MO 64491 or Email: atcomopublichealth@gmail.com
We will accept resumes until a suitable candidate is found.