

Rolette County Public Health District is currently seeking an experienced, dedicated individual for the position of Administrative Assistant/Business Manager. This is a fulltime, 40 hr/week position and primarily day time hours with occasional evening/weekend hours. This exciting position comes with competitive salary and an excellent benefit package, including North Dakota Public Employee Retirement plan, Sanford medical and BC/BS dental/vision insurance, paid time off.

To perform the job successfully, an individual must demonstrate competencies in the following areas: customer service, interpersonal skills, oral communication, written communication, proficient computer skills including but not limited to Microsoft Office and QuickBooks software. The successful applicant must exhibit professionalism, adaptability, dependability, initiative and ability to work in a multi-tasking environment. The Administrative Assistant will work very closely with the Administrator and nursing staff. RCPHD is a tobacco free organization.

This position requires a high school diploma or equivalent; payroll/finance experience. ICD-9/10, CPT coding, medical billing experience and use of Electronic Medical Records systems preferred.

For further information, contact Barbara Frydenlund, Nurse Administrator, at Rolette County Public Health @ 701-477-5646. Application form and job description are available from the Rolette Public Health Office and will be accepted until position is filled. Please forward applications/resume to Barbara Frydenlund, Nurse Administrator, Rolette County Public Health District, P.O. Box 726, Rolla, ND 58367-0726 or via email to bfrydenlund@nd.gov



Public Health
Prevent. Promote. Protect.

APPLICATION FOR EMPLOYMENT
Rolette County Public Health District
211 1st Ave. NE
PO Box 726
Rolla, ND 58367-0726
www.rcphd.com

Date of application: _____ Position applied for: _____
Name: _____ Social Security Number: _____
Address: _____ City, State, Zip Code: _____
Telephone: _____ Date available: _____
Type of employment interested in: Full-time: _____ Part-time: _____
Hours, days, shifts you are **unable** to work: _____
How did you learn about this position vacancy? _____
Will you accept any other position? _____ If yes, what? _____

PERSONAL DATA

Are you between 16 and 70 years of age? _____ Are you a US citizen? _____
If not, can you legally accept permanent employment in the United States? _____ Have you ever filed an
application here before? _____ Who do we contact in case of emergency? _____
Have you ever been a member of the Armed Forces? Yes: _____ No: _____

EDUCATIONAL DATA

Circle the highest grade you completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 5 6 7 8

Type of School	Name	Address	Did You Graduate	Degree	Field of Study
High School					
Business School					
Vocational School					
Correspondence					
College/University					
Graduate School					

If this is your first position upon graduation, please submit a transcript.

OFFICE USE ONLY

Date interviewed: _____ Interviewed by: _____ Position: _____
Date to start work: _____ Compensation: _____ Grade: _____ Step: _____
Department: _____ Full-Time: _____ Part-Time: _____ Hours per week: _____
Comments: _____
Approved by Department Head _____ Approved by Administration: _____
Reason not hired: _____

PREVIOUS EMPLOYMENT

- 1. Present or Last Employer: _____
Telephone Number: (_____) _____ Date Began/Date Left: _____
Your title: _____ Immediate Supervisor: _____
Duties: _____ Starting/Ending Salary: _____
Reason For Leaving: _____ May We Contact? Yes: _____ No: _____

- 2. Present or Last Employer: _____
Telephone Number: (_____) _____ Date Began/Date Left: _____
Your title: _____ Immediate Supervisor: _____
Duties: _____ Starting/Ending Salary: _____
Reason For Leaving: _____ May We Contact? Yes: _____ No: _____

- 3. Present or Last Employer: _____
Telephone Number: (_____) _____ Date Began/Date Left: _____
Your title: _____ Immediate Supervisor: _____
Duties: _____ Starting/Ending Salary: _____
Reason For Leaving: _____ May We Contact? Yes: _____ No: _____

Specials skills/abilities/certificate/license(s)/equipment/software operated:

List any other qualifications which should be considered:

APPLICANT'S STATEMENT

I hereby authorize investigation of all statements contained in this application. I affirm that all information is true and complete, and that any misrepresentation, falsification, or willful omission herein shall be sufficient reason for dismissal and/or refusal of employment. I understand that employment is subject to satisfactory reference reports and satisfactory completion of probationary period. If employed, I understand that I may be required to work in some area of a department other than my regular assignment, as the needs of the health district may require.

Date: _____ Signature: _____

Rolette County Public Health Unit
Rolla, ND

Mission Statement

The mission of the Rolette County Public Health District is committed to Preventing disease. Promoting healthy lifestyles and Protecting the environment. We advocate wellness by fostering a healthy environment through program development and by providing services that promote health and prevent disease and injury for individuals, families, and communities.

JOB DESCRIPTION

JOB TITLE: Business Manager \ Administrative Assistant
DEPARTMENT: Rolette County Public Health District (RCPHD)
SUPERVISED BY: Rolette County Public Health Administrator
STATUS: Regular, Exempt (*may change to Regular hourly*)

JOB PURPOSE/RESPONSIBILITIES:

- The Business Manager \ Administrative Assistant works under the supervision of the RCPHD administrator. This position is a ~~salaried~~ position at equivalent to 40 hrs. /week. The Business Manager will help provide efficient, effective operation of the Rolette County Public Health District. RCPHD office hours will be Monday – Friday 8:00 AM to 4:30 PM, unless otherwise posted.
- Maintains the fiscal integrity of RCPHD
- Functions as the Human Resources Officer for RCPHD
- Must be tactful, gracious, polite and possess the ability to demonstrate empathy, sympathy and patience with clients and co-workers.
- Must be trustworthy and related easily to and enjoys working with people of all socio-economic backgrounds.
- Must be able to multitask and be able to work with many interruptions.

WRITTEN:

11/2005

Updated: 11/2006; 07/2008, 08/2010, 01/2013, 02/2014, 03/2016,05/2017, 12/2018

SPECIFIC JOB RESPONSIBILITIES:

- Upholds the Mission and Values of Rolette County Public Health District
- Compiles travel, time and expense vouchers on a monthly basis
- Maintains employee personnel/payroll files.
- Maintains all aspects of accounting (accounts receivable, accounts receivable and payroll) utilizing QuickBooks software.
- Prepares and requests reimbursement for services rendered. I.e. Private pay, donations, ND Medicaid and Medicare.
- Maintains Insurance Provider agreements
- Responsible for communication with Medicaid, Medicare and third party insurances companies
- Sets up and updates as needed Champs billing screens
- Responsible for processing all billing components
- Responsible for communication between RCPHD and vendors
- Posts payments to client accounts through Champs system
- Tracks all grant\program reimbursements
- Assists the administrator in compiling spread sheets for each program/grant.
- Assists administrator and program managers in compiling monthly and quarterly and annual financial reports.
- Coordination of annual fiscal audit
- Prepares Board of Health packets 7- 10 days prior to bi-monthly and in advance to special meetings
- Maintains positive communication and rapport at all times with clients, staff, businesses and the public and serves as a liaison to assure good public relations and to fulfill the mission of the agency;
- Maintains staff, client and agency with confidentiality at all times;
- Assembles material and information as necessary for assessments, investigations, classes and accounting matters. i.e. charts
- Posts data to records, compiles and computes data from files. Prepares reports and forms common to a specific administrative process.
- Assists with various clinics and program planning and promotion.
- Develops and maintains company website.
- Develops and maintains company social media avenues.
- Maintains all office files.
- Receives and distributes daily mail.
- Displays and distributes appropriate agency information.
- Assists in the ordering and receiving of office and medical supplies.
- Receives telephone calls, visitors and serves as receptionist, answering questions, screening visitors and scheduling appointments.
- Makes outgoing calls requesting information and schedule meeting times.

- Knowledgeable with the computer system and able to operate computer programs necessary for department operations.
- Provides office IT services
- Updates policy and procedure manuals. RCPHD P& P; HIPPA manual
- Serves as a liaison between departments in the agency and with other agencies and programs.
- Develops and maintains positive relationships with staff, co-workers, supervisors and external contacts.
- Assists in the generation of comprehensive reports, recaps, etc to meet all Agency, Government and Grant requirements.
- Assists administrator in planning and coordination of Health Board meetings. Compiles, and mails meeting packets.
- Attends meetings, workshops and training sessions as required by the administrator.
- Assists in the planning and preparation of staff meetings
- Attends staff meetings and compiles minutes from staff meetings
- Continues personal growth through a variety of educational and training experiences.
- Maintains contact information for all Public Health staff while staff is absent from home base.
- Function as the Human Resource Officer for RCPHD
- Wellness Program Coordinator for RCPHD
- Other duties as requested by the RCPHD Administration.
- Incident Command Service (ICS) training 100, 200, 700, 800
- Key member of the RCPHD Emergency Response Team
- Dependable. Expected to keep all commitments to the community and RCPHD.
- Inspires trust and confidence in others

POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

- Minimum educational requirement is a high school diploma.
- Preferred educational requirement is a Bachelor's Degree in Business Administration
- Strong computer skills to include Windows, Internet and Microsoft Office software QuickBooks financial software and other office equipment.
- Office and programming experience preferred.
- Billing and Excel spread sheet experience required.
- Working knowledge in developing and maintaining a web page.
- Valid driver's license, access to a vehicle and vehicle insurance, as limited travel will be involved.
- Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community throughout the county.

- Demonstrated ability to effectively communicate both in written and oral forms.
- Must be able to maintain strict client and office confidentiality.

DRESS:

- Professional appearance shall be projected in the performance of duties.
- Appearance shall be in accordance with acceptable community norms and suitable for the task at hand.

PHYSICAL DEMANDS:

Frequently:

- Sitting, walking, stooping, crouching standing, bending, use of arms, legs, hands and feet and fine motor skills,
- Talking and hearing, running, lifting and carrying up to 30 pounds.

WORK ENVIRONMENT:

Frequently:

- Indoor work. On occasion duties may involve outdoor activities
- Ability to work independently and as a team member with multi-tasking skills necessary.

Occasionally:

- Travel within Rolette County and potentially with state travel to attend required meetings.

ACCOUNTABILITY:

The Business Manager/Administrative Assistant /Billing Clerk shall be directly responsible to the Rolette County Nurse Administrator/Director of Nursing for the performance of duties as described and as assigned.

It is your responsibility to be present and ready to work at the assigned time unless special arrangements have been made with your supervisor in advance. Advance notice of vacation time and sick time usage is to be reasonable. Your supervisor must approve all vacation time in advance. Notification of absenteeism is required before the beginning of scheduled hours. Your supervisor may be called at home or a voice mail message left at the RCPHD office. Failure to provide notification of an unscheduled absence will result in disciplinary action.

Use of vacation time and sick time is to be followed as outlined in the Rolette County Public Health District Employee Policy Manual.

By signing below, the employee acknowledges that he/she has fully read and understands each and every provision of this job description and agrees to comply

with the job description/duties and responsibilities within this document. The employee signature below also indicates the understanding that continuation of this position is contingent on ongoing funding.

Employee Signature

Date

Administrator/DON

Date

DRAFT