POSITION DESCRIPTION

TITLE: Secretary to Manager of Health Services
LOCATION: Special Services
REPORTS TO: Manager of Health Services
DEPARTMENT: Health Services

SUMMARY STATEMENT:
Under the general supervision of the Manager of Health Services, the Secretary is responsible for providing support to the Health Services Department.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and community in person, by telephone, via email, and in writing.
2. Operate a computer, including data entry, email, Microsoft Word, and Excel applications.
3. Answer and direct incoming calls and inquiries to appropriate personnel and assist with general questions.
4. Receive incoming department mail, date stamp, sort, alphabetize, and distribute to department staff. Collect and deliver outgoing department mail.
5. Order supplies and forms for the department.
6. Retrieve documents, make photocopies, and prepare mailings for the department.
7. Coordinate records and disseminate information regarding the Health Screening Program. Provide training to building staff/secretaries for input of immunizations, health information, and 504 in student system as needed.
8. Maintain immunization records.
9. Monitor buildings’ health records and health records management, and maintain all records of student health conditions, 504 plans, and Home and Hospital services.
10. Coordinate and maintain budget records for the department.
11. Maintain payroll records for the department.
12. Prepare required department reports.
13. Audit and process for payment Employee Claims for Expense forms; verify mileage, documentation supporting expenses, proof extensions, math accuracy, authorized signatures, account codes, and legality of expenditures.
14. Assist in budget preparation and monitoring budget expenditures for ADA, 504 plans, and Home and Hospital services.
15. Assist in the scheduling and preparation of a variety of materials for presentations, workshops, meetings, and promotional work, including graphics, diagrams, overhead projector transparencies, and general information.
16. Assist in writing and coordinating procedures for the health services department.
17. Communicate with OSPI regarding home hospital, State immunization registry, 504, vision and hearing screening, and communicable disease reporting; verify compliance with HIPPA and FERPA requirements with regards to health records, health data, and reporting.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%)  
Verbal Communication (66-100%)  
Written Communication (66-100%)  
Multiple Concurrent Tasks (66-100%)  
Constant Interruptions (33-66%)  
Training (33-66%)  
Reasoning (33-66%)  
Confidentiality (66-100%)  
Customer Contact (33-66%)  

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally  

TOOLS AND EQUIPMENT NECESSARY:

PC, telephone, typewriter, printer, 10-key calculator, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

(Testing may be required)

1. Typing/keyboarding of 50 wpm.
2. Two years of experience in a related field or equivalent training.
3. Demonstrated ability to perform on the computer, using a Windows environment, and related Microsoft applications.
4. Demonstrated ability to file.
5. Must possess a good math aptitude.
6. Demonstrated ability to communicate effectively and possess a positive attitude.
7. Demonstrated ability to operate the office equipment as listed under the tools and equipment area above.
8. Demonstrated ability to perform the tasks accurately and within the established guidelines.
9. Demonstrated organizational skills and a commitment to follow through.
10. Must have the ability to work in a variety of work environments.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Must be able to travel from location to location in order to accomplish tasks.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________  Date: _________________

District: _________________________  Date: _________________

Revised Date: 03/01/2016
Classification: Secretarial
Class: Class II
Display on Web? Yes

Secretary to Manager of Health Records