

**BERRIEN COUNTY
HEALTH DEPARTMENT**

JOB POSTING

Annual Salary \$21,600 - \$28,153

Full Time; 22.5 Hours/Week

Grade 6

Job Title- Health Programs Specialist

GENERAL SUMMARY:

Under general supervision of a program area supervisor oversees clerical functions, performs administrative and office duties which require knowledge of programs and procedures. Performs administrative duties and is responsible for acquiring and applying knowledge of departmental practices and procedures.

TYPICAL DUTIES:

1. Responsible for day-to-day administrative operations of assigned program(s) inclusive of responding to phone, email, or in-person inquiries and support requests from clients/customers, visitors, and staff, as well as maintenance of program schedules, inventories and coordination of further supply needs/acquisitions.
2. Directing day-to-day and ongoing program needs, collection of required state and department requested reports in a timely and quality manner, and responsibility for coordination of community partners as required by the program.
3. Supports program supervisor/coordinator(s) and staff in assessing and meeting the needs of clients and organizations served by program(s).
4. Maintains files and records on behalf of designated program(s); oversees filing of records, data input, maintenance and quality, and assists program staff in preparation of a variety of records and reports.
5. Assists in the evaluation and continuous quality improvement efforts of program(s).
6. Completes special projects and assignments as requested.

MINIMUM QUALIFICATIONS:

Education: High School diploma or equivalent; and

Experience: minimum of two years progressively more responsible clerical/secretarial work experience preferably in department assigned.

OR

Education: An Associate's degree secretarial science or related field; and

Experience: One year clerical/secretarial work experience is required.

SPECIAL REQUIREMENTS:

Possession of a valid vehicle operator's license and a vehicle is required.

Regular, reliable and predictable attendance is required.

In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

DESIRED QUALIFICATIONS:

1. Good computer skills and experience with MS Office suite.
2. Familiarity with community services in Berrien County.
3. Experience working with diverse clients utilizing community services.
4. Excellent attention to detail in all tasks.
5. Excellent organizational skills and abilities with office practices.
6. Ability to communicate and work effectively with coworkers and the general public.
7. Excellent listening and writing skills.
8. Ability to prioritize work tasks and efficiently allocate and manage time.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

For application, contact:

Berrien County Personnel
701 Main Street
St. Joseph, Michigan 49085
(269) 982-8616

<http://www.berriencounty.org/581/Employment>

Berrien County is an Equal Opportunity Employer