

North Shore Health Department
4800 Green Brook Dr.
Brown Deer, WI 53223

JOB DESCRIPTION

JOB TITLE: Administrative Coordinator INCUMBENT: Vacant FTE: Full-time	DATE: 05/26/2020 Supervised by: North Shore Health Department Director/Health Officer
POSITION SUMMARY: Under the direction of the Health Director/Officer, the Administrative Coordinator is responsible for a broad range of administrative and office support activities to advance the mission and goals of the North Shore Health Department.	

DESCRIPTION OF THE JOB:

- 1) Provide administrative support to North Shore Health Department, including but not limited to:
 - a. Maintain and order office and clinical supplies. Track expiration dates of supplies.
 - b. Maintain list of equipment in both offices, including serial numbers, warranty and maintenance records.
 - c. Maintain files and filing system, including files of confidential health and personal information according to NSHD policies and Wisconsin State Statutes.
 - d. Answer NSHD phones and respond to and/or triage residents' questions and concerns.
 - e. Maintain paper and electronic calendar for staff.
 - f. Process payment for NSHD expenditures.
 - g. Maintain and update electronic health record system for NSHD clients.
 - h. Periodically review budgets to ensure accurate account posting for department's revenues and expenditures and maintain tracking system for Medicaid and other accounts receivable.
 - i. Monitor grant payments from Wisconsin Department of Health Services and other funding agencies to ensure timely grant payments to the NSHD.
 - j. Maintain NSHD surveillance and evaluation data to monitor public health trends.
 - k. Update and maintain electronic database for births, deaths, immunization, blood pressure/cholesterol and other public health data needed for community health assessments and annual reports.
 - l. Maintain inventory of public health and emergency preparedness supplies.
 - m. Maintain and update North Shore Health Department website, newsletter, and social media accounts.
 - n. Maintain and update electronic tracking system for health department's evaluation and performance management system.
- 2) Provide administrative support for NSHD during COVID-19 pandemic
 - a. Triage questions from community members for resources and information related to COVID-19;
 - b. Develop communications and coordinate postings to social media;
 - c. Support staff in developing COVID-19 pandemic plans for testing and contact tracing;
- 3) Support North Shore Health Department's Public Health Programs and Services, including but not limited to:

- a. Schedule clinical appointments for immunization and adult health clinics and maintain clinic appointment calendar;
 - b. Work with Public Health Nurses to maintain inventory of vaccines for Immunization Program;
 - c. Send reminder information to clients about appointments and follow-up information if additional appointments are necessary.
 - d. Update Wisconsin Immunization Registry with client immunization information.
 - e. Manage billing for Medicare and additional insurance coverage plans for flu immunizations.
 - f. Review confidential birth records for high risk criteria, alert nursing staff to high risk birth records. Prepare and disseminate notices to new parents monthly based on birth records and send follow up letters at 9 months.
- 4) Provide administrative support to North Shore Environmental Health Consortium (NSEHC):
- a. Prepare and issue annual licenses for restaurants, retail food establishments, pools, and hotels for NSEHC.
 - b. Process and issue licenses for temporary events and farmers' markets.
 - c. Process payments for NSEHC expenses and track revenues.
 - d. Update and maintain information and payment history for licensed establishments through HealthSpace.

SUPERVISION RECEIVED

Works under the general direction of the Director/Health Officer

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements: (Include certificates, licenses and/or registrations required.). Associate's degree or equivalent is required. Bachelor's Degree is preferred.

Experience Requirements:
Three or more years related experience, with proficiency in MS Word, Excel, and Outlook.

Knowledge, Skills and Abilities:

- Extensive knowledge of office administration and computer software programs.
- Experience working with electronic health records.
- Ability to provide high quality customer service.
- Skilled managing time to ensure work is completed in a timely manner.
- Ability to work independently and as part of a team.
- Ability to maintain a high level of accuracy and attention to detail.
- Effectively and clearly exchange information in written and verbal form.

WORKING ENVIRONMENT:

Typical Office Environment

To apply for this position, please visit the Village of Brown Deer's Employment website:
<http://agency.governmentjobs.com/browndeerwi/default.cfm>

For questions, please contact Ann Christiansen, MPH, Health Director, North Shore Health Department at achristi@villageofshorewood.org