



Tazewell County Health Department

Part-Time Open Position

TAZEWELL COUNTY HEALTH DEPARTMENT

BUSINESS OPERATIONS DIVISION

PROGRAM ASSISTANT II

The Tazewell County Health Department, Business Operations Division currently has a part-time position for a Program Assistant II open. Applications of interest are being Accepted. Position start date to be determined, approximately August 24, 2020.

The position involves, but is not limited to the following duties:

- Recordkeeping
- Timekeeping
- Inventory
- Filing
- Billing
- Revenue Tracking
- Data Entry
- Email/Phone Response
- Childcare Connection and DCFS Billing/Correspondence

See the attached Job Description for other possible duties and responsibilities.

Qualifications: High School Diploma and 1-3 years experience in a comparable field. Strong customer service skills are essential. Microsoft Office knowledge of Access, Word, and Excel would be essential.

Hours: Monday-Friday, 5 hours per day, 25 hours per week.
Hours will be arranged between 8:30-3:00, depending on schedule.

Salary Grade: 11 **Rate of Pay:** \$14.56

Submit Application to Janet Johnson, Tazewell County Health Department, 21306 Illinois Route 9, Tremont, IL 61568, or by email jjohnson@tchd.net, no later than Friday August 7, 2020. Application can be found at www.tazewellhealth.org, About Us Tab, Employment Option, Download Application in Tools Box.

Tazewell County is an Equal Opportunity Employer



Tazewell County Health Department

Job Description

Job Title:	Program Assistant
Department:	Business Operations Division
Reports To:	Director of Business Operations
Job Status:	Part Time
Grade:	11
Prepared By:	Janet Johnson/Stacie Ealey
Approved By:	Amy Fox
Approved Date:	10/13

Summary: Ensure program and grant compliance for all afterschool sites, by keeping timely and accurate records of work hours, benefits, deposit transactions and inventory. Complete duties assigned related to other programs in department to include but not limited to timekeeping, deposits, front office coverage and customer service

Essential Duties and Responsibilities:

- -Ensure grant/program compliance
- -Billing and financial tracking for programs
- -Deposit preparation and tracking
- -Time entry for payroll for 40-50 staff including contractual tutors
- -Inventory tracking for three facilities and all offsite locations
- -Enhance programming by providing proper resources to all program sites
- -Ensure team members share the same vision and goals
- -Develop partnerships and collaborative relationships with key partners, parents and stakeholders
- -Responds promptly to client/staff needs
- -Uphold confidentiality expectations as outlined in TCHD policy manual
- -Submit reports and documentation in a timely fashion
- -Keep up to date on current knowledge/trends within the field
- -Attend professional development opportunities as required
- -Actively work toward the Divisions goals and objectives
- -Attend all TCHD staff and department meetings
- -All other duties as assigned
- -Responsible for completing paperwork for hiring process for new hires and brief orientation
- Quality control review of payments at sites

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications:

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

Special Requirements:

- Expertise of the key components of school based programming
- Complete Fingerprinting/Background check forms and submission
- Willingness to accept and sign the At-Will Employment provision
- Actively participate in staff development designed to contribute to personal/professional growth
- Must abide by all Departmental Policies as presented in the Personnel Policy Manual, any policies/procedures within the Department employed and all other duties as assigned.
- Must take courses for NIMS compliance Levels- 100a and 700a

Education and/or Experience:

High School Diploma or GED required

1-year experience in grant/program management preferred

Certificates, Licenses, Registrations:

CPR/AED Certified

Valid Illinois Drivers License

Proof of auto insurance

Language Skills:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, media, clients, customers, and the general public.
- Ability to read, write, and comprehend: simple instructions, short correspondence, orders and memos using proper English
- Ability to communicate effectively, both verbally and in writing
- Ability to interact and communicate professionally with co-workers and the public

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Apply principles of good ethical/legal practice as they relate to study design and data collection.

- Ability to generate creative solutions
- Ability to deal with problems involving work flow delays and still meet a high standard of accuracy
- Ability to manage time and maintain effective organizational levels
- Ability to make sound decisions in routine situations without supervision
- Ability to recognize when a situation should involve supervisory input/action and act upon that need

Computer Skills:

- Basic PC hardware and software
- Windows OS
- LAN and IP Functions
- email systems and operations

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, bend and kneel
- Ability to reach in all directions, perform grasping motions, handling motions and torso rotations on a continuous basis
- Adequate sight or corrected vision for the purpose of reading directions and printed or written materials
- Dexterity of hands and fingers to operate instructional equipment
- Ability to lift and carry 25 pounds

Work Environment:

- Ability to work in a traditional office setting, classroom and outdoor environment, sometimes in adverse weather conditions
- Ability to work productively in an environment where noise levels could be distracting at times
- Ability to work with a high level of accuracy with frequent interruptions
- Ability to work in a professional manner with co-workers and members of the public
- Ability to work within teams or workgroups on Department related projects

Form Updated: 10/28/13 (se), 12/8/14 (kjb), 5/8/15 (kjb), 7/24/20 (jsj)