



HARNEY COUNTY

Office Assistant Home Health/Hospice

Days / Hours: Monday - Friday 37.5 hours per week
Salary/Benefits: \$17.36 to \$23.23 DOE / hour
Medical/Vision, Dental, Life, PERS, Deferred Comp plans

PURPOSE OF POSITION:

The Office Assistant will perform a variety of secretarial and clerical duties in support of Harney County Home Health and Hospice Department.

ESSENTIAL JOB FUNCTIONS:

The following duties and responsibilities reflect the essential functions for this job, but do not restrict the tasks that may be assigned. The Director may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

The Office Assistant will:

- Perform secretarial duties
- Clerical Duties
- Typing documents
 - Correspondence
 - Forms
 - Charts
 - Policies and Procedures
- Receive physician orders
 - Ensure proper signature, date and time
 - Advise department medical personnel
 - Maintain orders in client files

JOB QUALIFICATIONS REQUIREMENTS

MANDATORY:

- Thorough knowledge of office practices and procedures
- Thorough knowledge of basic word processing software
- Basic knowledge of basic accounting and recordkeeping operations
- Basic understanding of medical terminology
- Business English, composition, grammar and spelling
- Exceptional organizational skills
- Ability to multi-task and prioritize work for self and direct reports as needed
- Ability to effectively communicate both verbally and in writing
- Ability to display excellent interpersonal skills with a customer service focus
- Understands and responds to a diverse population
- Ability to receive direction and exhibit self-motivated initiative to accomplish tasks
- Ability to perform well in team environment, with staff at all levels, to achieve business goals
- Equivalent to high school education supplemented by additional training in office skills
and two (2) years related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties

DESIRABLE REQUIREMENTS:

- Previous experience in a medical environment
- Basic understanding of Medicare billing and insurance billing codes
- College level courses in accounting principles and office procedures
- Basic knowledge of Medicare billing and insurance billing codes
- Medical billing experience

Application Closing Date and Time: UNTIL FILLED Obtain an employment application and full job description from Human Resources, by email at deanna.atwell@co.harney.or.us or call 541-573-8373, The application is also available on the Harney County website under the Human Resource Department.

Harney County is an AA/EEOE.