

MOTT CHILDREN'S HEALTH CENTER

Job Description

CURRENT JOB TITLE: Program Assistant

FLSA STATUS: Exempt

DIVISION: Administration/Clinical DEPARTMENT: Administration/Child Health Services/Ped.
Dentistry

REPORTING RELATIONSHIP/IMMEDIATE SUPERVISOR: Dept. Head, Director, Manager or
Supervisor

DATE: January 2008 PAY GRADE: 204

GENERAL SUMMARY

Provides administrative support to department administration and assists with the development, coordination, implementation and evaluation of assigned programs and projects; including health promotion for children/adolescents, support and educational groups, advisory boards, and neighborhood center services. Assists in maintaining the records of programs, projects and services including data collection, data entry/retrieval for the preparation and completion of required reports.

ESSENTIAL JOB FUNCTIONS

- Provides administrative support to department administration and assists with the development, coordination and implementation of assigned programs, projects and services.
- Collaborates with Departments/Units within the Center and our community partners to develop and maintain a relationship with the schools, neighborhood associations/centers, block clubs and other human service partners to promote health and/or other children/adolescent oriented programs/services and establish a referral source for clients.
- Utilizes computer skills to assist with data collection/entry and retrieval for the evaluation of program, projects and services and the preparation/completion of assigned reports.
- Conducts assigned audits to assure all programs and services comply with established Quality Assurance Standards and/or Program, Contract or Grant requirements. Prepares written reports of audit findings.
- Prepares/conducts training and educational presentations on relevant health topics for children, adolescents, families, staff and community groups.
- Assists with research and provides recommendations on best practice methods to enhance service delivery, health promotion and children/adolescent oriented programs, projects and services.
- Assists with specific marketing activities to promote the various activities, programs and services of the Department/Unit, and to meet the targeted goals and objectives in the strategic plan.

OTHER RESPONSIBILITIES

- Participates in assigned meetings.
- Other job related duties as assigned.

Program Assistant

EDUCATION, EXPERIENCE AND SKILLS

1. Bachelor’s degree in Health Education/Public Health/Administration/Social Work/Nursing or related Human Services field from an accredited College/University. Must have knowledge of community and health education resources.
2. Must have three years of progressively more responsible post Bachelor’s professional work experience which would include working with high risk children/adolescents and families as a member of an interdisciplinary team.
3. Must be familiar with the processes involved to assist in planning, implementing and evaluating community and/or school-based programs for family, children and youth. Must also be sensitive, creative, imaginative and flexible regarding the needs and services of children/adolescents and families.
4. Must have a high degree of communication and interpersonal skills to effectively interact with children, adolescents, parents, neighborhood groups, school staff, community agency personnel, administration, associates and visitors.
5. Must have experience using Microsoft office programs (word, excel, access, power point) to collect, analyze and present data for program evaluation, reporting of departmental statistics and preparation of meeting agendas, minutes, letters and reports.
6. Must have experience using medical or dental electronic practice management software for client demographic collection, billing, scheduling and reporting.
7. Requires a reliable vehicle, a valid driver’s license with a satisfactory driving record and a minimum of \$100,000/\$300,000 insurance coverage.

WORKING CONDITIONS

1. Work is primarily performed in an office, school or neighborhood environment with no unusual discomfort due to temperature, dust, noise or exposure to hazardous materials.
2. Risk Category B - Job functions involve no exposure to blood, body fluids or tissues.

Analysis of the physical demands of the position:

		<u>Outline Required Physical Demands</u>
1. Strength		
a. Standing	<u>40</u> % of time	<u>Presentations</u>
Walking	<u>40</u> % of time	<u>Community work, facilitation of</u>
		<u>meetings, etc.</u>
Sitting	<u>20</u> % of time	<u>Planning</u>
b. Lifting	<u>25</u> lbs.	<u>Preparing/distributing materials in</u>
Carrying	<u>25</u> lbs.	<u>the community.</u>
Pushing	<u>25</u> lbs.	<u>_____</u>
Pulling	<u>25</u> lbs.	<u>_____</u>

Analysis of the physical demands of the position:

Outline Required Physical Demands

2.	Climbing Balancing	<u>Using stairs when required.</u> <u>No requirement.</u>
3.	Stooping Kneeling Crouching Crawling	<u>Occasional</u> <u>Occasional</u> <u>No requirement.</u> <u>No requirement.</u>
4.	Reaching Handling	<u>Materials handling</u> <u>Materials handling</u>
5.	Speaking Hearing	<u>Cultural regional accents acceptable,</u> <u>requires command of English language.</u> <u>Acute hearing required to effectively</u> <u>Communicate with personnel/clients.</u>
6.	Seeing Depth perception Color vision	<u>Corrected to 20/20.</u> <u>No requirement.</u> <u>No requirement.</u>

APPROVALS

Name and Title	Date
Name and Title	Date
Name and Title	Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified nor are they intended to express or imply any contract of employment or any part thereof.