HEALTH SERVICES ASSISTANT
JOB #FCC945
$3,452 - $4,175 per Month
This is a classified position subject to a one-year probationary period.

DATE POSTED: April 15, 2015
CLOSING DATE: April 30, 2015
POSITION LOCATION: Fullerton College – Health Services
SCHEDULED SHIFT: 8:30 a.m. – 5:00 p.m.; Monday, Wednesday, Thursday, Friday
10:00 a.m. – 6:30 p.m.; Tuesday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing a variety of specialized technical clerical duties to support the office functions and efficient operation of a college Health Services Center. Perform detailed technical clerical duties in support of the health services center within established rules and regulations; answer questions requiring judgment, knowledge and explanation of policies; answer telephone calls; screen and direct calls; schedule appointments; greet and process patients. Prepare and maintain medical charts in accordance with established procedures; contact appropriate personnel to assist with medical emergencies; process various accident reports; type routine correspondence, memos, letters, forms, records, and other information; attend meetings as required. Assist faculty, staff and students regarding health center services; maintain supplies; route and distribute incoming mail and other materials; prepare outgoing mail and packages; and assist with daily activities to assure efficient operations. Process forms, verify data for accuracy, completeness and compliance within established procedures; enter data into computer system; process time sheets; maintain confidential files, data and records as assigned. Order and track supplies and prepare purchase requisitions; assist in tracking budgets and expenditures and may assist with preparing banking deposits. Assist with receptions and events as assigned; maintain calendar of activities; distribute promotional and informational materials; maintain current mailing lists. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent AND minimum two (2) years prior secretarial or clerical experience in an office environment, preferably in a medical office.

Ability to: Interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; type at 45 wpm from clear copy; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; complete work efficiently with many interruptions; work confidentially with discretion; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others.

*Applicants selected for interview will be required to pass a typing test.*

Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; organization, policies, and rules of assigned department or program; medical terminology and practices; modern office practices; record-keeping techniques; basic bookkeeping procedures; correct English usage, grammar, spelling, punctuation, and vocabulary; various computer software applications.
WORKING RELATIONSHIPS
The Health Services Assistant maintains frequent contact with various District departments and personnel, faculty, students and the public.

WORKING CONDITIONS
Medical office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

TRAINING REQUIREMENTS (After Hire)
Bloodborne Pathogens; CPR and First Aid Certification.

APPLICATION PROCEDURE
Applicants MUST submit the following items:
- DISTRICT CLASSIFIED APPLICATION REQUIRED
  
  Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

  - Cover letter and resume addressing job qualifications and responsibilities:
    
    Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #FCC945, Health Services Assistant, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before April 30, 2015, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists.

Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) In some locations, may require special licenses or certifications. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.