



**POSITION:** Front Desk Clerk / Public Health Clerk

**STATUS:** Part-Time

**DEPARTMENT:** Clerical- Loa

**SALARY:** \$16.44-\$19.06, DOQ

**OPEN:** 3/3/2025

**CLOSES:** First review of applications 3/24/2025

**JOB SUMMARY:** Under the direction of the Management Services Director, performs clerical functions and assists clients, ensuring strict confidentiality in compliance with HIPAA guidelines/regulations.

### **ESSENTIAL FUNCTIONS**

- Promotes and protects the health and wellness of the people within the Department's jurisdiction by functioning within the framework of statutes, policies, rules, and regulations of the State of Utah pertaining to Local Health Departments.
- Register clients and provide informational resources on CUHD programs; including, immunizations, WIC, environmental services, health promotions, home visitation, and other public health programs.
- Prepares and maintains detailed documents and records for required program reports with accuracy.
- Demonstrates proficiency in computers and relevant software applications.
- Familiar with insurance guidelines, CPT, and ICD-10 Coding. Function in accordance with established standards, procedures and applicable laws.
- Possess a strong knowledge of clerical procedures to enhance office efficiency.
- Assist public health nurse in maintaining adequate vaccine supplies.
- Engage with WIC clients to provide education on program benefits, requirements, and certifications. Educate and train local vendors on program functions as needed.
- Assist other staff and partner agencies at immunization events, health fairs, preparedness exercises, and other community events.
- Engage with the public and community organizations to provide educational information about health department programs and opportunities within the local community.
- Proactive and demonstrates a willingness to take initiative.

### **QUALIFICATIONS**

- Must have a High School Diploma or equivalent.
- Ability to develop and maintain cooperative working relationships with department staff, partner agencies, and the public.

### **ADDITIONAL QUALIFICATIONS**

- Successful completion of a criminal history background investigation.
- Possession of a valid Utah Driver License; out-of-state personnel must obtain a valid Utah Driver License within sixty days of the hire date.

This job description lists the major duties and requirements of the job and is not all-inclusive. Applicants may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**To Apply:** Applications may be obtained from the Central Utah Health Department Richfield office or at [www.centralutahhealth.gov](http://www.centralutahhealth.gov). Completed applications can be submitted in person, by mail to Angie Knaphus at 70 Westview Drive, Richfield, Utah 84701, or email [aknaphus@centralutahhealth.org](mailto:aknaphus@centralutahhealth.org). Applications must be received by close of business on the job closing date in order to be considered. Hours of operation are Monday through Thursday 7:30 AM to 5:30 PM. For more information, contact Emily Loftus at (435) 896-5451 ext 347.

*Central Utah Health Department is an Equal Opportunity Employer.*