

The Franklin County Health Department is accepting applications for a Full-Time **Support Services Associate I**

General Duties include: This position serves under the direction of the Support Services Supervisor. Responsibilities for this position include, but are not limited to: Route and direct the public to the right and correct information, prepare routine letters, labels and other appropriate material, maintain medical records and files, collect and record fees obtained to ensure completeness and accuracy, enter information from the Patient Encounter Forms (PEF) Outcome or Assessment Information Set (OASIS), generate and issue Woman Infant and Children (WIC) vouchers, request and review routine reports, order inventory and office supplies. Gather information from patients and insurance. Use the Environmental Health Management Information System (EHMIS), Provide certificates for services rendered in environmental, generate and issue all permits and applications, request and reviews relevant reports for completeness, complete forms containing all pertinent information for processing.

Minimum Education, Training or Experience: High School Diploma or GED.

Starting Salary: \$13.50-\$16.79/hr negotiable with additional experience. Grade 10

Benefits: Begin accruing Sick and Vacation time immediately after first period (3.5hrs each per pay period = 91 hours per year); 12 paid holidays a year; free \$20k life insurance policy; health insurance through Kentucky Employees Health Plan; participation in Kentucky Public Pensions Authority.

Bilingual / Spanish speaking is desirable.

Apply at <https://chfs.wd12.myworkdayjobs.com/CHFS> . Completed application must be submitted by October 21, 2024. Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded. Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing. Employment may be contingent upon a successful drug screening and background check. Equal Opportunity Employer.