



Business Office Supervisor – Community Health Center

Knox Public Health has a full-time Business Office Supervisor position open in our Community Health Center Division. The responsibilities of this position will include but not be limited to:

- Direct and supervise Community Health Center administrative staff to ensure sufficient staffing within all locations throughout the county
- Implements agency policy and procedures throughout the Community Health Center
- Ensures staff education by providing opportunities for in-service and continuation education trainings
- Collaborates with Human Resources and Community Health Center Director to interview and recommend for hire new staff for the Community Health Center administrative assistant staff
- In the absence of the Administrative Assistant, performs clerical duties for clients to include, but not limited to:
 - Register clients as they arrive
 - Gather appropriate information to verify income and insurance eligibility
 - Assist clients with completion of forms and provide appropriate direction
 - Prepare and update, as needed, client charts into web-based software
 - Assist with processing insurance claims for clients
 - Input and/or update client information and immunization data into web-based software, when needed
- Serve as back-up for collecting end-of-day monies for all divisions within the agency; balance appropriately
- Assists the division director, Quality Improvement/ Data Manager, and Clinical Supervisor with various clerical duties as needed
- Attends Co-Applicant Board, Board of Health, Leadership Team and other departmental meetings as required

Requirements for this administrative support position are:

- Associate's degree or relevant certification in related field
- Bachelor's degree, preferred
- Eight (8) years' administrative secretarial work or administrative program coordination experience
- Four (4) years' experience serving in an administrative support role to organization

administrator(s) and/or experience coordinating legal/fiscal aspects of administrative programs (i.e. human resources, finance, etc.)

- Proficient computer and IT skills
- Excellent communication, compute, organizational, and customer service skills

This position is full-time (40 hours) with normal hours M-F 8:00 a.m. – 4:30 p.m. (Hours may vary) and include occasional evenings and weekends. Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. If you enjoy working in a fast-paced environment while keeping the standards of output efficient and on task, submit your **resume and application** to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com. Application can be found at www.knoxhealth.com. Position open until filled.

Knox Public Health is an Equal Opportunity Employer Provider.

Knox Public Health regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

**Human Resources
Knox Public Health
11660 Upper Gilchrist Road
Mount Vernon, OH 43050**

Resumes can also be sent via email to: resume@knoxhealth.com