

# Job Announcement: HHS Records/Data Clerk

(Open Until Filled)

Reports To: HHS Operations Manager  
Department: Health and Human Services

## Essential Job Results:

### **MAINTAINS INTEGRITY OF HS CLINICAL**

**SERVICE DATA** by: Assuming direct responsibility for collection of clinical service data, entering that data into multiple data systems, monitoring the accuracy of data collected and entered, analyzing clinical service data, and distribution of clinical service data to agency staff and outside contractors consistent with contract timelines.

### **OVERSEES MANAGEMENT OF HUMAN SERVICES (HS) CLINICAL MEDICAL**

**RECORDS** by: assuring that HS medical charts are maintained in a manner consistent with exemplary clinical practice and all applicable laws/statutes/regulations.

### **MAINTAINS PROFESSIONAL AND**

**TECHNICAL KNOWLEDGE** by: attending educational offerings pertinent to responsibilities, and effectively communicates information gained in those offerings to agency staff.

### **ASSURES SOUND FISCAL PRACTICES RELATED TO CLINICAL SERVICE DATA**

by: working in close coordination with the HS Operations Manager to accurately bill and collect for all clinical services rendered by the agency.

### **PROVIDES SUPPORT TO HHS CLERICAL**

**STAFF AND TASKS** by staffing front desk and phone area, training new staff in clerical functions, supporting the flow of clients through multiple clinicians and services in the agency, with particular emphasis on accurate data and fiscal collection by all clerical support staff in the course of client interactions.

### **WORKS EFFECTIVELY IN CLOSE**

**RELATIONSHIPS** with a variety of support staff, clinicians, supervisory staff, the Human Services Manager, and the HHS Director to provide data

streams which can be reliably used to make decisions and improve clinical practices.

**DEMONSTRATES EFFECTIVE WRITTEN AND ORAL COMMUNICATION SKILLS** with agency staff and in contract relationships applicable to the role in the agency.

### **DESIRED QUALIFICATIONS:**

AA Degree in Social Service Field  
Past history of work with data systems (gathering, entering, reviewing accuracy of entered data, and generating reports for evaluation and action). A solid grasp of the necessity of integration of data in clinical practice and fiscal functions.

### **MINIMAL REQUIREMENTS:**

HS Diploma and 5-10 years experience in Social Service setting.

### **PAY SCALE/PAY RANGE:**

This is a full time (8AM to 5PM, M-F) position that is at Class 3 in the Wahkiakum County/AFSME Contract. The base rate is \$14.63/hour.

### **Application Process:**

As of July 19, 2010 applications for the position will be accepted. The position is open until filled. The application process requires the following: Please submit a resume, cover letter and written answers to the supplemental questionnaire to: Chris Weiler, Operations Manager . The mailing address is 42 Elochoman Valley Road, Cathlamet WA 98612. The job description and required supplemental questionnaire can be found on the internet under Public Health and Human Services at:

[www.co.wahkiakum.wa.us/depts/health/index.htm](http://www.co.wahkiakum.wa.us/depts/health/index.htm). Prior to any employment offer, the potential employee will need to provide a motor vehicle report and pass a criminal background check.

## **Record/Data Clerk Supplemental Questionnaire (Please answer these questions)**

1. Please provide *specific examples* of any work situations where you experienced and, had to manage, your primary duties while overcoming constant interruptions and other demands on your time?
2. Provide specific examples of *any* experience you have related to Medicare, Medicaid and private insurance?
3. Please provide an example of a customer service situation, while working with the public, that made you uncomfortable and describe how you handled the situation.
4. If you were given three minutes to describe yourself to a room of 15 people, what would you say about yourself?
5. If Wahkiakum County paid for training to help you, describe three areas that you know you need to improve about yourself or your current skills?
6. Describe with specific examples what skills you possess or experience you have that will help you perform well in your new job.
7. What is your experience working with Microsoft Office products and other types of software?
8. Describe any experience you have working with (client or patient) confidential information.