

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CHEC COORDINATOR
CLASS CODE: 6602

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: HEALTH

JOB SUMMARY

Performs a variety of full performance administrative support duties related to planning, organizing, and coordinating the development of community resources targeting the needs of qualified participants in the Children Health Evaluation and Care (CHEC) Program and related services.

ESSENTIAL FUNCTIONS

Develops ongoing processes and procedures to recruit health care professionals, ie. private providers, dentists, mental health professionals and health care generalists to participate in the CHEC program by accepting Medicaid payments for services; establishes working relationships, networks and partnerships with medical professionals as needed to staff the targeted service levels of the program; ensures compliance with HIPAA regulations.

Assists in monitoring program participants and clients to ensure participation and continued effective use of program services; responds to calls from clients and service providers; extracts data from state health department databases related to program clients and conducts follow-up.

Performs periodic follow-up with service providers and professionals to keep them informed on activities, outreach, and resources available through the county health department and to confirm the department's level of support for the programs.

Creates brochures for various division programs to advertise and promote programs such as CHEC, Baby Your Baby, Welcome Baby, Neo-Natal, Dental Health, etc.; develops fax broadcast materials; assists in creating materials for website advertising and public information.

Performs ongoing outreach activities; delivers public presentation to various groups and schools to inform and educate individuals and families of the availability of the CHEC program; facilitates and coordinates network partner activities to promote cooperative support to strengthen program services and long term stability; sits on various committees engaged in health care promotion such as North Utah County Coalition, HOPE, etc.; incorporates shared vision into departmental practices and operations.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: Children Health Evaluation and Care (CHEC) programs and objectives.

Working knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and creating basic spreadsheets; using various software programs unique to the Health Department and/or Nursing Division.

Ability to: Establish and maintain effective working relationships with employees, other agencies, and the public; communicate effectively verbally and in writing; understand broad objectives and follow general instructions.

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PHYSICAL DEMANDS

Regularly: Sits at a desk or table; walks, stands or stoops.

Occasionally: Lifts or otherwise moves objects weighing up to 40 pounds; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room; work requires periodic local and regional travel.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of general clerical support work experience of which two years were directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbents must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) 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.