

The North Central District Health Department is accepting applications for a Full-Time **Support Services Supervisor II.**

General Duties include: This position serves under limited direction of the Director or appropriate staff member. Responsibilities for this position include but are not limited to; Oversee support staff assigned in the maintenance of the Patient Services Reporting System (PSRS) for clients provided by the health department. Coordinate and approve work schedules and leave requests and may schedule clinics and arrange for special providers. Attend appropriate meetings to learn of changes in PSRS, procedural and policy changes and records management changes to distribute to staff through newsletter, staff meetings and memorandums. Provide technical assistance and on the job training for support staff. Provide and arrange orientation for new support staff. Evaluate the performance and function of employees supervised according to job standards, agency goals and performance achieved to ensure smoother operation. Interview prospective employees and make recommendations on hiring. Monitor and report uncollectible account receivables. Supervise seven (7) or more employees.

Minimum Education, Training or Experience: High School Diploma or GED and five (5) years of professional business or public administrative experience in a medical, hospital or administrative office environment using electronic office equipment and professional software. Three (3) of the five (5) years of experience must be in medical coding and billing, accounting, or bookkeeping.

Substitution for Education, Training or Experience: Additional education (college, vocational school, etc.) in business education or a medically related field may substitute for the required experience on a year for year basis.

Starting Salary: \$13.81 - \$17.35/hour negotiable with additional experience. Grade 17

Applications may be obtained at the North Central District Health Department, 1020 Henry Clay Street, Shelbyville, KY 40065. 502-633-1243 x210, www.ncdhd.com or <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/vacancies.aspx>

Completed application and transcript must be returned by close of business:

Wednesday January 13, 2021.

Resume will not substitute for completed application.

Equal Opportunity Employer

Applicants and employees in this classification may be required to submit to a drug screening test and background check.
