

HEALTH SERVICES COORDINATOR

NATURE OF WORK

This is paraprofessional work performing varied professional and technical duties in a comprehensive clinical setting.

CLASSIFICATION STANDARDS

The position allocated to this classification reports to a designated supervisor and works under limited supervision. Work in this class is distinguished from higher classes by its lack of responsibility for total program control and procedures and from lower classes by its professional tasks.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Coordinates all scheduling of departmental activities, including working with outside medical providers to ensure prompt delivery of health related services to City employees

Administers the Family and Medical Leave Act on a daily basis and coordinates with other City departments to ensure compliance with Federal Regulations and City Policies and Procedures

Coordinates the implementation of the City's Drug Free Workplace Program on a daily basis, including working with other City departments to ensure compliance with Federal and State Regulations and City Policy

Coordinates City physical exam programs, including the five year program and Police and Fire assessments

Works closely with Department and Division managers to develop departmental program plans

Prepares and tracks program implementation. Prepares reports and statistical data

Prepares and submits MIS reports to the Department of Transportation

Coordinates the diabetic educational and compliance program

Coordinates the prescription drug inventory program

Coordinates annual budget process within the department

Assists in monitoring and organizing work files

Ensures access and security is in compliance with HIPAA regulations

Receives and reviews purchase and personnel requisitions

Maintains and monitors records of departmental expenditures

Attends work on continuous and regular basis

NON-ESSENTIAL JOB FUNCTIONS

Assists in preparing and conducting studies, reports and surveys.

Prepares and maintains department policy and procedures manuals

May act as lead-worker on assigned projects

MANAGEMENT AND BUDGET TECHNICIAN- PAGE 2
JOB DESCRIPTION

TITLE CODE 1302
12/17/2007

Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Graduation from an accredited two-year college or university with major course work in business or health related subjects, and three years experience in a health related field; or an equivalent combination of education and experience which provide the required knowledge, skills and ability

LICENSES/CERTIFICATES

None

NOTES

May be required to attend meetings outside business hours

Will be required to become thoroughly familiar with DOT and City of Gainesville Drug and Alcohol testing programs within sixty days of hire

Typing at a speed acceptable to department needs may be required

SELECTION FACTORS

Thorough knowledge of office practices and procedures, business English, spelling and commercial arithmetic

Thorough knowledge of medical terminology and HIPAA regulations

Working knowledge of FMLA

Knowledge of Florida public record laws

Knowledge of computers and relevant software

Some knowledge of principles and practices of budget preparation

Some knowledge of research methods, practices and techniques

Ability to perform surveys

Ability to maintain security and confidentiality

Ability to maintain records and prepare reports

Ability to communicate effectively, both orally and in writing

Ability to work effectively with co-workers and the general public.

Ability to maintain security and confidentiality

Human Resources Department: Signed original on file in Human Resources / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/17/2007