



***JOB ANNOUNCEMENT***  
***Babies Can't Wait Admin Assistant***  
**PS: Admin Assistant – GST050**  
Clayton County Health District 3-3  
Clayton County, GA

**Minimum Hire in Salary:** \$35,000

Clayton County Board of Health is seeking to hire a qualified candidate for the position of Administrative Assistant in our (BCW)Babies Can't Wait Department.

**Job Summary:**

Under direct supervision, performs a wide range of office administration duties for assigned functions or program areas, duties may be complex in nature and may involve access to confidential information. May research, investigate, and/or resolve program data or issues. Drafts documentation, reports, or presentations. Represents program or unit, provides information and assistance to internal and external customers.

**Job Duties & Responsibilities:**

1. Provide administrative support to assigned area(s).
2. Provide assistance and problem resolution to claimants, employees, staff and other agencies, and/or the public
3. Provides program, administrative, and/or technical assistance and interpretation researches and resolves detailed program or client issues/questions and prepares documents.
4. Provides program administrative, and/or technical assistance to customers and staff research and/or resolves program or client issues or questions. May represent the BCW manager IN VARIOUS MATTERS.
5. Supports routine administrative functions for the agency/office, such as travel expenses, car rentals, leases, vendors, contracts, telecommunications, building security, purchasing, billing/credit, inventory, property control, personnel, payroll, etc.
6. Receives additional training as required to gain full proficiency and experience in all areas.
7. Get documentation from BIBS for SSI requests
8. Is the go to person to fix BIBS errors, provides technical assistance, trains new providers on the use of Babies Information Billing System (BIBS)
9. Create/Maintain children files daily, in all phases of the BCW filing system/program.
10. Process all transfers to and from Clayton District
11. Reviews IFSP paperwork against what is in BIBS for accuracy (if needed)
12. Provide back-up for other clerical staff when they are on leave or when extra help is needed.
13. Close out BCW children after they have reached age three (ensuring everything is there first, and for children being closed out early or referrals getting closed (phase two of filing system).
14. Periodically check the list of BIBS kids and reminds service coordinator to close out kids who are still open
15. Create spread sheets and track information for BCW program and all other duties as assigned.
16. Create spread sheet for provider background check, insurance information and professional licensure.
17. Maintain various spread sheets that track Annual Program Review (APR) data.
18. Check lists of BIBS kids and Reminds Service Coordinators to close children out.
19. Daily Check children in 45 day and children exceeding 45 days.
20. Weekly check timely Services in BIBS and Meetings not finalized.
21. Monthly check transition meetings due date, unscheduled meetings, coordination notes, progress notes to review.
22. File Red, Blue, Green and orange team intake paperwork.
23. Know how to search a claim in the BIBS System.
24. Receive additional training as required to gain full proficiency and experience in all areas.

**Minimum Qualifications:**

Associate degree from an accredited college or university OR Two years of related experience.

**Preferred Qualifications:**

**Preference will be given to applicants who in addition to meeting the Minimum Qualifications also possess a background in the following:**

- Experience working with families and children with special needs.
- Bilingual
- Experience in medical billing, invoices, and scheduling
- Experience in Microsoft Excel
- Experience in a Filing System
- Experience in Formulating Spread Sheets

**Benefits for Full Time Eligible Employees**

- 13 Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Legal Insurance
- Long-Term Care Insurance
- Specified Illness
- Deferred Compensation (401K & 457 Plans)
- Southern Federal Credit Union
- Health Care Spending Account
- Dependent Care Spending Account
- Life Insurance
- AD&D Insurance
- Disability Insurance

*For more information on the State of Georgia Benefits visit - <http://team.georgia.gov/>*

**Additional Perks**

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

*To learn more about Clayton County Health District visit - <https://www.claytoncountypublichealth.org/>*

**Deadline for Applications: (Position Open Until Filled)**

**Send State of GA Application to: Clayton County Health District  
Human Resources  
1117 Battlecreek Road  
Jonesboro, GA 30236**

*Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview.*

*Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.*

**\*CCHD is an Equal Opportunity Employer\***

The State will not unlawfully consider an applicant's race, color, national origin, religion, age, disability, sex, genetic information, political affiliation, protected uniformed service, or other legally protected category when making selections.

**Applicants chosen for employment will be subject to the following**

**Criminal Background Check/Fingerprinting**

**Pre-employment Drug Screening**

**Reference Checks & Immunizations Required**