

**HEALTH & HUMAN SERVICES AIDE**  
**COLUMBIA COUNTY HEALTH AND HUMAN SERVICE DEPARTMENT**

**POSITION DESCRIPTION**

**I. Position Summary.**

The position is a full time position in the Health and Human Service Department under the general supervision of the Division Administrator.

**II. General Duties**

The position requires working in conjunction with a specific Division of Health & Human Services to promote and support that Division's programs and responsibilities.

**III. Essential Duties and Responsibilities.**

1. Filing documentation and maintaining files.
2. Gathering and or keying information and preparing reports as needed.
3. Traveling and, or transporting as needed.
4. Direct interaction with clients as related to division programs
5. Limited typing and mail preparation.
6. Direct interaction with outside agencies as needed to perform job assignments.

**IV. Educational Requirements**

1. Computer experience required, including Internet capability.
2. Must meet one of the following criteria:
  - Associate Degree from an accredited vocational, college, or technical school in a field related to the required knowledge, skills, and abilities, and a minimum of one (1) year of responsible experience, **OR**
  - High School diploma or its equivalent supplemented by post high school course work at a vocational, college, or technical school and a minimum of three (3) years of responsible experience in a related field

**V. Knowledge, Skills, Licensure and Experience Required.**

1. Considerable knowledge of agency operations and procedures
2. Ability to function under pressure from clients and deadlines
3. Ability to establish and maintain effective public and working relationships
4. Ability to maintain confidentiality of all client related concerns
5. Ability to relate warmly and sensitively toward children, adults, and aging, which includes exercising a high degree of diplomacy and good judgement
6. Ability to use mathematics accurately and keep accurate client records
7. Ability to lift and carry children of various ages to and from vehicles
8. Ability to use general office equipment
9. Possess valid Wisconsin Drivers' license
10. Maintain automobile liability insurance
11. Ability to work with a minimum of supervision once all job duties and assignments are learned.

**VI. Physical Requirements**

1. Ability to lift/carry/push/pull at least 50 pounds
2. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
3. Visual acuity
4. Ability to hear normal conversation
5. Ability to communicate in a clear manner
6. Good manual dexterity of hands and fingers
7. Flexible schedule to accommodate clients' schedules.

**A Microsoft Word and Excel test will be administered.**

The position description is not interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.