

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">Abidjan</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) Administrative Assistant (Series) FSN-105 (Grade) 7

b. New Position _____

c. Other (explain) Vacant position

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Administrative Assistant, FSN-105	7		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <p style="text-align: center;">Health Unit</p>	a. First Subdivision <p style="text-align: center;">ADM</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date (mm-dd-yyyy)	_____ Typed Name and Signature of Supervisor Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	_____ Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)

13. Basic Function Of Position
 Administrative Assistant for the direct hire Foreign Service Health Practitioner and other Health Unit personnel.

14. Major Duties and Responsibilities 100 % of Time

Greets visitors to the health unit, determines the reason for the visit (urgent, routine, information seeking). Communicates this information to the FSHP or nurse as appropriate.

Answers phones, takes messages, schedules health unit appointments and maintains the FSHP's appointment schedule. Prepares expeditor and vehicle requests for visitors and staff.

Maintains medical files and other Health Unit documents according to the Department of State Office of Medical Services policies and procedures, in compliance with the HU Administrative Assistant Conference in Brussels 2010. Audits records for completeness, adds forms and documentation to the medical file as needed. Forwards documents and records to Washington per policy. Translates medical documents from French to English. Copies charts for all departing patients.

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15. Qualifications Required For Effective Performance

a. Education

At least two years of post-secondary study, such as secretarial college, vocational college, commercial college, junior college, or other equivalent post secondary schooling is required. Two years of work experience beyond the minimal work requirements for the education may be substituted one year of post-secondary education.

b. Prior Work Experience

Minimum two years experience in administrative work is required.

c. Post Entry Training

Training on specific US Department of State IT systems operations and security is required.

Training on specific Office of Medical Services policy and procedures is required.

To be accomplished on the job.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level II French (Limited knowledge) Speaking/Writing is required. English level III (Good working knowledge)

Speaking/Writing is required.

e. Job Knowledge

Knowledge of office management and information management (electronic or written) is required. Knowledge of medical terminology is a plus.

f. Skills and Abilities

IT skills (Internet and email), software utilization and document processing are required. Good written and oral communication skills are required.

16. Position Element

a. Supervision Received

The administrative assistant will work independently with minimal guidance, general supervision from the Foreign Service Medical Practitioner at post.

b. Supervision Exercised

None

c. Available Guidelines

Office of Medical Services Medical Standard Operating Procedures.

Office of Medical Services Medical Program Handbook.

Office of Medical Services Intranet Website.

d. Exercise of Judgment

The administrative Assistant will collect information sufficient to prioritize the work (long term and short-term) and to communicate between office personnel (urgent versus routine patient needs), and will deliver messages appropriately.

e. Authority to Make Commitments

The employee may make commitment for appointments, ordering of routine supplies for office use, and submitting work orders for routine repairs within the Health Unit offices.

f. Nature, Level, and Purpose of Contacts

Medical offices, hospitals, pharmacies, pharmaceutical companies, local public health authorities, USG agency offices and other Embassy sections, the Office of Medical Services, regional Health Units, and the Regional Medical Evacuation Centers. These contacts would be for the purposes of collecting product information, making appointments, requesting information or documentation, and for collecting patient information and reports from outside providers, Embassy Health Units, and Medical Evacuation Centers.

g. Time Expected to Reach Full Performance Level

6 months

Addendum 1

Enters data and sends Monthly Statistical Report to State MED.

Controls the distribution of all office documents: memoranda, staff meeting minutes, reports from consultants and outside labs and radiology services, telephone messages and patient records.

Manages administrative functions for all medevacs, including but not limited to: phone calls to regional medevac centers, making reservations, talking to health care providers and families, typing and sending cables, arranging transportation for patients. Expert at nuances of different agencies (State, DOD, MSG's, etc). Serves as a resource to the HU staff.

Organizes all health unit events.

Drafts letters, memos and other documents as required. Maintains hard copy and/or computer filing system for all documents per DOS policies. Retires/destroys documents per DOS guidance.

Maintains all HU contacts and comprehensive EFM group on shared Outlook. Maintains comprehensive HU calendar on shared drive. Insures that all HU staff have access to shared drives.

Maintains the HU filing system and secures all sensitive documents to maintain patient privacy.

Maintains the Post Health Handbook. Keeps current contact information, phone numbers, additions/deletions to current practice and arranges for printing of handbooks.

Maintains the Embassy medical resources list. Calls medical practices to confirm addresses and phone contacts and available care. Edits this list for the HU and consular section as needed.

Maintains the Walking Blood Bank lists for the HU, Management Officer and RSO, in collaboration with the medical technician.

Communications with the Ministry of Health and its constituent offices during disease outbreaks, campaigns and other issues affecting HU operations and the health of the official American community.

Researches and locates high quality local medical vendors. Maintains list of contacts on HU shared Outlook contacts list.

Communicates with pharmaceutical company representatives about updates currently marketed in Côte d'Ivoire.

Maintains records and orders HU and office supplies. Completes receiving reports for medical supplies and communicates with GSO/Management about the status of HU orders.

Processes credit bills for patients who receive care outside the HU. Maintains a list of bills, payment status, and communicates with hospitals and labs to ensure payment is received and accounts cleared.

Makes appointments and escorts patients for dental and medical care with outside providers as required by official Americans and for occupational health issues for LES.

Packages and sends laboratory specimens according to CDC/MED/State regulations.

Serves a POC for Tricare medevacs.