

Work-study – Clerical Assistant – Student Health Clinic - RRCC

Department: Student Health Clinic

Position Title: Clerical Assistant

Position Type: Work-study

Job Description: The RRCC Student Health Clinic Work Study Clerical Assistant will be responsible for general office tasks and assisting the Student Health Clinic Director and Behavioral Health Counselor. The Clerical Assistant will work under the professional and medical license of the Providers (MD, DO, PA-C, NP, LPC) but is responsible for his/her own actions and decisions. The direct Supervisor for the Clerical Assistant is the Clinic Director.

You must be eligible for work-study student employment (enrolled in a minimum of six (6) credit hours for the Fall 2019 semester). As the Clerical Assistant in the RRCC Student Health Clinic Lakewood Campus, you will be expected to work 10-20 hours per week. Hours will typically fall between 9:00am-4:00pm, Monday through Friday (we will be looking for coverage M, W, F mornings in particular). For reasons of consistency and security for our students due to the confidential nature of the position, it is preferred the student worker will be able to work the entire school year.

Job Duties:

- Complete general office tasks such as answering phones, sending and receiving faxes, organizing files, copying, maintaining and updating patient forms, data entry, and cleaning of common office areas.
- Assist with scheduling patient appointments and making reminder calls.
- Provide students with accurate information about services available to them in the Student Health Clinics and effectively respond to student questions and concerns.
- Maintain the confidentiality of students who are receiving services at the Student Health Clinics.
- Attend Health Clinic Staff meetings and record meeting minutes.
- Attend relevant on-campus trainings as designated by the Behavioral Health Counselor and/or Health Clinic Director.
- Assist in organizing outreach activities for the Student Health Clinic, which may include reserving rooms, managing an Outlook calendar, putting in work orders for AV equipment and facilities, creating marketing materials, etc.
- Work with the Behavioral Health Counselor and Student Health Clinic Director to create educational materials, such as flyers, brochures, and other items.

- Assist in the design and collection of reporting and evaluation of data around students' use of Health Clinic Services.
- Other duties as assigned by the Health Clinic Director, Behavioral Health Counselor, and Medical Assistants.
- Knowledge, compliance, and adherence to all HIPPA and FERPA laws, and OSHA and Blood Borne Pathogens policies and procedures (to be completed on the job through on-line trainings).

Preferred Job Requirements:

- Strong communication skills (in-person and via phone and email) for working with students and campus partners.
- Ability to maintain confidentiality.
- Organizational skills for scheduling appointments and coordinating activities.
- Some knowledge of physical and behavioral health topics and interest in expanding your understanding and experience in discussing those issues.
- Commitment to the principles of diversity, inclusion, equity, and social justice required.
- MS Office skills, particularly Outlook, Word, and Excel.
- Adobe PRO and graphic design skills, or interest in learning about Adobe PRO and graphic design.
- Friendly demeanor and willingness to engage others in conversation.

Skills you will gain/enhance:

- Communication skills in a number of settings: in-person, via phone, via email, while scheduling appointments, while sharing resources and information
- Marketing and services/event promotion
- Research and evaluation skills (quantitative and qualitative)
- Data entry
- Advocacy and education

Pay information:

\$11.10/hour paid bi-weekly

How to apply:

[Click here to apply for this position!](#)

For questions about this position, contact Ginger.Stewart@rcc.edu.

For questions about student employment in general, contact bob.miller@rrcc.edu.

Title IX, Diversity and EEO Statement:

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.