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| Job Title: | Administrative Services Assistant | Job Code/ Req#: | 63854 |
| Department/Group: | TN DOH | Position Type: | Contract |
| Duration : | 02/18/2025 - 06/30/2026 | Date Posted: | 01/08/2025 |
| Expenses Allowed | Yes | Posting Expires: | 01/24/2025 |
| **Location :** | Hybrid  **Address**  710 James Robertson Parkway 7th Floor Andrew Johnson Tower Nashville, Tennessee 37243 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $30/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  7.5  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 4:30PM Regular Shift Yes  **Description**  The Tennessee Department of Health is seeking a contract administrative services assistant within the division of Family Health and Wellness, Perinatal Infant and Pediatric Care section.  **Job Overview:**  **Summary:**  Under general supervision, is responsible for professional staff administrative work of considerable  difficulty and supervisory work of routine difficulty in support of line operations; and performs related work as required. Position will work in the Perinatal Infant and Pediatric Care Section, specifically with the Childhood Lead Poisoning Prevention Program (CLPPP). Position will be working in the state administrative computer system and LeadTRK (program database). Training will be provided for this program. Applicant should be proficient in Microsoft Word, Excel and the use of computer programs.  **Work Activities:**  1. Assisting TN CLPPP Case Management nurses with follow-up for children who have elevated blood lead  tests reported to the state. Completing letters for parents and providers as directed by case manager.  2. Notifying providers of needed follow-up via letters faxed requesting follow-up.  3. Entering follow-up documentation sent from providers in response to follow-up requests into LeadTRK.  4. Making referrals to Tennessee Early Intervention System and Children Special Services as directed by case manager.  5. Document referral child enrollment outcomes from TEIS Data Coordinator (quarterly) into LeadTRK.  6. Open new cases with elevated blood lead levels as directed by nurse case management procedure and  setting out follow-up for nurse review in LeadTRK database.  7. Preparing program purchase orders correctly, obtaining approval signatures, and submitting to the division purchasing manager and/or working with supervisor to enter in Edison within 1 week of receiving complete information and in advance of event or related need.  8. Reviewing printed materials for the program at least annually. Preparing and submitting request for reprinting of materials as needed to maintain an adequate supply in Central Stores. Review documents received from Central Stores for quantities of materials remaining in stock for distribution and re-order printed materials as needed.  9. Receive vendor payment requests after review and verification from the contract processing worksheet within three business days of receipt of complete information and submit to program director for signature.  10. Compile, copy, and send meeting materials, grant applications, and required reports accurately as  requested within 3 days, as requested by the TN CLPPP program director.  11. Prepare and accurately complete all documents for in and out-of-state travel requests within 3 business days of receiving complete information for TNCLPPP staff throughout the state fiscal year.  12. Email status of each contract being renewed to the program director at least monthly and per request to assure all contracts are finalized prior to the start of the new contract cycle.  13. Receive and process monthly invoices for payment within 3 business days of receipt of complete  information, and track expenses on an Excel spreadsheet available for review on the shared H drive or  the SharePoint site. Ensure invoices are paid which match the invoice tracking spreadsheet and review  with program director on a monthly basis.  14. Attend administrative meetings and training’s as scheduled, including but not limited to contracts/amendments, invoices, budgets, travel, procurement, etc.  15. Review for completeness and assist with federal and contract budgets, revisions and amendments as  requested or indicated during the fiscal year in cooperation with the program director.  16. Conduct contract monitoring as requested by the program director, including assisting with arrangements, developing, or revising tools, preparing reports on the visits, and tracking any needed follow-up.  17. Prepare or revise contract and invoice monitoring tools shared via email or Share point independently, or as requested by program director.  18. Organize travel authorization and/or registration activities and prepare and compile meeting materials to meet the deadline assigned by program director.  The position is hybrid. First day attendance is expected in person in Nashville, TN, for laptop deployment  and new employee on boarding. Average in-person attendance in Nashville is anticipated quarterly. Travel  to Nashville is non-reimbursable. The position is renewable through February 2027.  **Comment:**  The position is hybrid. First day attendance is expected in person in Nashville, TN, for laptop deployment and new employee on boarding. Average in-person attendance in Nashville is anticipated quarterly. Travel to Nashville is non-reimbursable. The position is renewable through February 2027. | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 01/08/2025 |
| **Approved By:** | Ram S | **Date:** | 01/08/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 01/08/2025 |