

CHEYENNE COUNTY PUBLIC HEALTH

Grant Assistant

Definition

This position requires ability to work well with staff and public under the direction of the Grant Director. Computer skills, clerical, and bookkeeping skills preferable.

Level of Responsibility

Works under the supervision of the Grant Director and Public Health Nurse/Director.

Duties and Responsibilities to assist grant director.

1. Assist Grant Director with program specific requirements as listed in the contract(s) Scope of Work on the following programs for a total of 24 hours per week:
 - **Tony Grampas Youth Services (TGYS) --approximately 16 hours/week**
 - **CDPHE Cancer, Cardiovascular, and Pulmonary Disease Program Just Check It (JCI) --approximately 5 hours/week**
 - **Tobacco Prevention, Education & Cessation - approximately 3 hours/week**
2. Assist with correspondence and other communications.
3. Assist with inventory management.
4. Assist with maintenance of grant office files and client records if applicable.
5. Assists with grant requirements and reports to include bookkeeping if necessary.
6. Knowledge of routine billings for grants and location of related materials.
7. Performs other related functions as directed by Grant Director and/or P.H.N./Director which may include assistance to PH Office Manager as needed.
8. Duties assigned to employees in the job title may vary accordingly to assigned topics of specialization; needs of the program; community and funding sources; and/or allocation of workload.
9. Will be required to attend selected meetings, workshops, and conventions to maintain, improve, and expand professional competence.

Necessary Special Requirements.

Must be at least 21 years of age. Must possess and maintain a valid driver's license and safe driving record for continued employment. New hires must, as a condition of employment, pass a background check which may include a local police check, and fingerprint checks through CBI/FBI.

Knowledge, skills and abilities.

1. Ability to relate to the public and respect confidentiality of information.
2. Ability to work independently and perform a variety of functions as needed.
3. Knowledge of bookkeeping practices.
4. Ability to organize files, do general office work.
5. Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents. Use all required safety equipment.
6. Perform related duties as required.
7. Graduation from High School or equivalent. Business course desirable. At least one year of general clerical experience preferable.

Original 10/16/2017