



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The MS State Department of Health, Substance Use Disorder Program, is seeking to fill an Administrative Support Assistant I position in Adams County.

The Administrative Support Assistant I will be responsible for:

- Assisting clients seeking services at designated county health departments in completing the Screening, Brief Intervention, and Referral for Treatment (SBIRT) screening tool (i.e., asking patient if completed screening tool before clinic appointment, providing iPad and asking client to complete tool);
- Accompanying and directing clients to exam or telehealth rooms,
- Assisting clients, as needing, with telehealth equipment and answering technical questions about telehealth tools, (i.e., how to turn on, etc).
- Other administrative duties to ensure seamless county health department workflow.

Salary Range: \$22,039.90 - \$23,444.00

Location(s): Adams County

Qualifications: High School Diploma or equivalent and 0-1 years of experience

This is the entry-level Administrative Support position. The incumbent works within set guidelines and under direct supervision to perform simple and repetitive clerical, printing, and mail related duties.

Preferred Qualifications: Experience working with persons in alcohol or drug recovery

How to Apply: Interested applicants should submit: 1) Cover letter indicating the location(s) for which he/she is applying; 2) Resume and State of Mississippi Employment Application [MSPB Application Template](#) to recruitment@msdh.ms.gov OR apply online with Careerbuilder.com.

To learn more about the Mississippi State Department of Health, please visit our website @ <http://www.msdh.state.ms.us/>.

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