

Assistant Health Center Director

ORGANIZATIONAL APPOINTMENT: Ambulatory Health Services, Philadelphia Department of Public Health.

NUMBER OF POSITIONS: 4

GENERAL POSITION DESCRIPTION: This position serves as an assistant to the director in one of the City's Ambulatory Health Clinics. The position will function as a member of the management team, will assist the Health Center Director in daily operations and will work with Health Center Director on long range plans for development and growth of the center. Further the position will oversee clerical/support activities and provide administrative coverage in the absence of the health center director.

This position will report to the Health Center Director and will be an integral member of the health center management team. All clerical support functions (clerical supervisors and staff, benefit counselors, interpreters) will report to the Assistant Health Center Director.

SPECIFIC ACTIVITIES

The Assistant Health Center Director will accomplish the following:

Supervise all clerical activities at the health center. Oversee patient registration, appointment scheduling, and work flow activities. Master all aspects of electronic medical record. Perform Quality Assurance (QA) and performance standards on front and back office tasks; ensure documents are scanned into the appropriate chart in appropriate chart location; demographic and insurance information is correctly entered; proficiency testing records are maintained.

Affordable Care Act: Coordinate health center activities vis a vis legislation which expands health insurance coverage. Ensure coordination of efforts by benefit counselors, managed care nurse, and social workers on behalf of all patients with specific emphasis on needs of medically compromised patients.

Review and analyze Program/Health Center results: Prepare and analyze management reports on provider productivity, appointment kept rate; patient flow, appointment availability, Limited English Proficiency (LEP) services. Work with management team to ensure access to care and clinic efficiency.

REQUIRED QUALIFICATIONS

Completion of a Master degree program at an accredited college or university in Masters in Business Administration, Public Health, Health Administration or Social Work is preferred

AND

At least 4 years of experience managing a complex health program or organization.

OR

Any equivalent combination of education and experience determined to be acceptable by the Department of Public Health.

RESIDENCE REQUIREMENT

- The employee must establish a bona fide residence in Philadelphia within six (6) months of appointment, and must thereafter maintain bona fide residence in Philadelphia.

SALARY

- Salary range is \$59,000-\$76,000 and is commensurate with experience and qualifications.
- This is a temporary position with approved grant funding until June 26, 2016.

QUALIFIED APPLICANTS: If you are interested in applying for this position, please send a cover letter and resume to Human Resources Administrator at: cityhealthjobs@phila.gov.