

MON VALLEY COMMUNITY HEALTH SERVICES, INC.

Job Vacancy Notice

Become a leader...Become an innovator...Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS!

POSITION: Director-Primary Care

PAY GRADE: 17

WAGE: \$61,601 (As a minimum)

ESSENTIAL FUNCTIONS:

- Manages the daily practice operations including the direct supervision of office staff and achievement of clinical practice benchmarks.
- Ensures physician and clinical staff participation with insurance carriers, including credentialing and reimbursement knowledge.
- Supports and upholds established policies, procedures, objectives, quality improvement, safety, environmental and infection control, HIPAA, and requirements.
- Participate in annual goals and objective planning for the practice and annual budget preparation for revenue and expense.
- Works with COO regarding compliance with FQHC-LA Standards.
- Develops guidelines for prioritizing work activities, evaluating effectiveness, and modifying activities as necessary to ensure proper patient care and physician effectiveness.
- Establishes and maintains an efficient and responsive patient flow system.
- Ensures appropriate and effective use of practices support systems such as practice management and/or electronic medical records.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, as well as agency policies and procedures.

QUALIFICATIONS:

- Bachelor's Degree in Nursing, Health Care Administration or related Clinical Major. Professional development courses or experience in health care administration.
- Minimum of five years of physician office or clinic/outpatient experience. One year of management experience in health care with administration of a group medical practice or community health center experience preferred.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from PA Department of Human Services and FBI Fingerprint Clearances.
- Knowledge of medical practices, terminology and reimbursement policies.
- Skill in planning, organizing, delegating and supervising.
- Skill in evaluating the effectiveness of existing methods and procedures.
- Ability to read, interpret and apply policies and procedures.
- Ability to interact with patients, medical and administrative staff, and the public effectively.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, email naffinito@sphs.org or kjohnson@sphs.org ATTENTION: POSTING#1959-NO LATER THAN FEBRUARY 28, 2019.

EQUAL OPPORTUNITY EMPLOYER