

## **EL CENTRO FAMILY HEALTH JOB POSTING**

**DATE:** March 5, 2018  
**TITLE:** Regional Administrator  
**FTE/CLASS:** Part Time 60% (24 HR Week-Flexible Based on Business Needs)/Exempt-Salary  
**SITE:** West Side Region  
**SUPERVISOR:** Jerome Williams, Chief Operations Officer

### **Responsibilities:**

Under the supervision and direction of the Chief Operations Officer, the incumbent is responsible for providing administrative direction and oversight to clinics in a specific geographic area of El Centro Family Health (West Region), including clinic operations (reception/scheduling, medical records) and patient delivery systems.

**Education:** Minimum Bachelor's degree in business, finance, nursing or other closely related field. At least five years of experience may be substituted for the degree requirement, provided such experience shows progression into a supervisory or responsible management position in the health care industry.

**Experience:** Minimum of two years experience in medical office management setting.

**Preferred:** Experience in primary care.

### **Skills, Knowledge and Abilities (KSA's):**

- 1) Computer literacy, knowledge of email, scheduling, spreadsheets and presentation software.
- 2) Analytical problem-solving skills.
- 3) Highly organized, flexible and detail oriented, works with a high degree of accuracy.
- 4) Ability to effectively present information and respond to questions from groups of managers, clients, customers.
- 5) Ability to perform duties and responsibilities with dignity, calm, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
- 6) Organizational and analytical skills.
- 7) Knowledge about medical office flow and billing procedures.
- 8) Ability to multitask and meet changing deadlines.
- 9) Ability to work under rigid time schedules and production cycles.
- 10) Ability to take initiative, maintains confidentiality, meet deadlines, and work in a team environment.
- 11) Ability to drive to outlying locations.
- 12) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 13) Must be self directed and able to complete projects with limited supervision.
- 14) Ability to work with staff around problems affecting provider scheduling, patient flow and patient/public interaction.

**EOE/M/F/D/V/Drug-Free Workplace.**

**Interested individuals must submit a Cover Letter, CV/Resume and an updated Employment Application to [hr@ecfh.org](mailto:hr@ecfh.org) or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.**

**DEADLINE:** Open until filled.