



The Topeka Housing Authority Open Positions

Link to [Topeka Housing Authority Employment Application](#)

Job Title:	HEALTH SERVICES ADMINISTRATOR		
Start Date:	Immediately Hours: 40 hours/week Monday through Friday Full Time Permanent	Reports To:	Family Nurse Practitioner
Department:	Pine Ridge Partnership	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description: Please see below			

I. JOB TITLE

Health Services Administrator

II. TASKS

This staff member will perform the Health Services Administrator tasks described below in a combination to be reviewed and agreed on at least annually.

A. Operation Administrative Services

Manage Electronic Medical Records System. Assist in policy and procedure development. Prepare reports. Monitor and order office and clinical supplies. Accommodate clients and visitors. Direct phone calls. Assist in cleaning all health services locations.

B. Patient Services

Maintain and schedule for all health services. Participate in securing partnerships and/or community services. Assess fees for service based upon specific criteria. Manage patient assistance programs. Maintain HIPAA requirements

C. Community Outreach

Monitor inquiries about the Pine Ridge Partnership. Provide tours and information about the Partnership. Strategize marketing plans with the Partnership. Participate in Partnership activities such as holiday parties, graduations, client and staff recognition.

D. Billing/Provider Support

Process payments and complete billing for patients' care.

E. Other duties as assigned

As assigned, perform other duties that require a level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above.

III. EDUCATION, SPECIAL LICENSES/CERTIFICATES

A. Valid Kansas Class C Drivers license

B. Specialized certification as assigned

C. High School Diploma or equivalent

IV. EXPERIENCE

A. Five years or more of progressive senior administrative and/or secretarial experience

B. Strong relevant experience in running a small professional office

C. An equivalent combination of training and experience

D. Experience with medically indigent care

E. Experience working as part of an interprofessional team

V. KNOWLEDGE

A. Knowledge of clerical practices and procedures

B. Computer skills and knowledge of office software packages including Word, Excel, Access and Outlook

C. Standard office telephone etiquette and procedures

D. Standard customer service etiquette and procedures

E. Operation of standard office equipment

F. Knowledge of EMR documentation

G. Proficiency with Microsoft Word and relevant computer applications

VI. SKILLS

A. Possess excellent communication skills including oral, written and interpersonal

B. Type 40 wpm

C. Work efficiently, accurately and independently

D. Maintain organization and flexibility

E. Ability to adjust to changing deadlines

F. Exhibit confidentiality when dealing with patients

G. Interact with and provide assistance to a diverse range of patients directly and by telephone.

VI. PHYSICAL REQUIREMENTS

A. Handle and maintain files and records

B. Ability to work at a computer

C. Ability to bend, stretch, get in and out of a vehicle