



JOB DESCRIPTION

Clinical Staff Administrator

REPORTS TO: Director of Clinical Operations

EDUCATION & EXPERIENCE

- High school diploma or equivalent; college degree preferred
- Required experience:
 - 5 years administrative assistant work or equivalent
 - Supervision of staff
- Preferred experience:
 - Departmental leadership
 - Medical staff scheduling
 - Patient care customer service
 - Departmental budget monitoring

SKILLS

- High proficiency with Microsoft Office Suite and related software
- Excellent verbal and written communication skills
- Outstanding interpersonal and conflict resolution skills
- Demonstrated ability to prioritize, problem solve, delegate, and lead projects to on-time completion
- Excellent team leadership and personnel management skills
- Personal characteristics of reliability, equanimity, initiative, flexibility, and ability to innovate
- Excellent critical thinking and data analysis skills
- History of progressive professional development
- Ability to function well in a high-paced and, at times, stressful environment

PRIMARY DUTIES

The Clinical Staff Administrator provides administrative support to the following members the Clinical Leadership Team: Chief Clinical Officer, Chief Medical Officer, Associate Chief Medical Officer, Chief Nursing Officer, Chief Dental Officer, Chief Behavioral Health Officer, and Director of Clinical Operations) and reports directly to the Director of Clinical Operations.

- Provide administrative support and coordination of all clinical service lines (e.g., medical, dental, behavioral health, and nursing)
- Supervise administrative assistants for the clinical department
- Maintain or delegate clinician schedules and templates
- Maintain or delegate clinical leadership schedules
- Prepare and analyze data reports
- Prepare minutes for administrative meetings as needed
- Support successful completion of regulatory activities
- Support clinician recruiting, hiring, and onboarding
- Commit to creating an accessible, supportive environment, recognizing diversity and cultural competence as integral components of employee excellence
- Plan and operate within approved budget
- Coordinate and lead appropriate staff meetings
- Report to the Clinical Leadership Team as needed
- Comply with all regulations related to confidentiality of patient information and clinic business

OTHER DUTIES

- Perform other duties as assigned

PHYSICAL AND MENTAL REQUIREMENTS

- Possess a valid Texas driver's license and appropriate liability insurance
- Access to personal transportation
- Visual and auditory accuracy
- Shift length - varies
- Indoor setting
- Continuous use of computer
- Long periods of sitting
- Frequent use of telephone and/or smart devices
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications
- Mental competency
- Tobacco non-user
- Physical accommodations will be implemented where necessary and feasible