

Water Street Health Services Job Description Office Manager

Summary: Provides oversight and assures the timely completion of all administrative tasks needed to efficiently run all clinics. Maintains a spiritual climate on the “front-end” that invites patients to experience Christ-centered care.

FLSA: Full-time, Exempt

All Water Street Mission staff must be:

- Willing to sign the Water Street Mission Statement of Faith
- A current member or regular attendee of a local church
- Able to fully support the Water Street Mission core values and ministry philosophy

Essential Duties:

- Prioritize daily assignments for administrative teams
- Work with Vice President and administrators to problem solve “back-end” issues created by front-end administrative processes
- Implement procedures to assure appropriate orientation, training, and oversight of all registration and reception volunteers.
- Provide oversight for administrative process in EPIC
- At all times, keep the VP apprised of critical issues.

Other Duties:

- Responsible for the timely handling of clinic correspondence.
- Oversee the release of medical information, and in accordance with all confidentiality laws, when requested by patients and outside agencies.
- Responsible for maintaining adequate supply of all clinic forms and paperwork necessary for smooth functioning.
- Arranges for the delivery and disposition of donated goods.
- Orders office supplies and ensures follow up of delivery of orders.
- Works in harmony with other departments, staff members, and community agencies.
- Perform other tasks as may be assigned or required to assure the smooth functioning of the clinic.

Education/Experience: Microsoft Office experience including Word, Excel, Outlook, and Access are essential. Organizational skills, attention to detail and strong communication skills required. High School graduate or GED required. Spanish-speaking is preferred. 2-5 years’ experience in a medical, dental, or other professional office is preferred.

Equipment: Computer, Office software (Word, Excel, Publisher, Outlook, Access), and basic office machines including copier, fax, and phones.

Supervisor: Vice President of Water Street Health Services, Training & Education

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of this job, the employee is regularly required to stand, walk, or sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel or crouch, and is occasionally required to lift and/or move up to 35 pounds. May require occasional weekend or evening availability.

Christian Life: As an employee of Water Street Mission you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.

