

Occupational Health Services Administrator Tufts University

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Posted Dec. 9, 2024, set to expire Apr. 23, 2025

Job Title	Occupational Health Services Administrator
Department	University Occupational Health Services
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Health Services
Job Website	https://jobs.tufts.edu/jobs/21225?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The University Occupational Health Services, hereafter referred to as the Service, provides occupational health services to over 6,000 faculty and staff on three Massachusetts campuses and provides student health and mental health services to over 3,000 graduate and professional students on Tufts's Boston and Grafton campuses.

What You'll Do

Job Summary

The Administrator provides leadership in planning, guiding, and coordinating practice operations for the Service, while focusing on service and operational excellence. The primary responsibilities of this position are supervising and hiring of all administrative staff (excluding clinicians), fostering cohesion

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among the clinical locations, managing and coordinating the development and implementation of policies and procedures related to customer service, managing the budget, authorizing purchases, and paying bills, and ensuring all equipment is maintained and functional. The job purpose revolves around and acts out Tufts University's mission, vision, and value statements.

Essential Functions:

- In collaboration with the Executive Medical Director, develops goals, strategies, and plans necessary to build and maintain the high-quality Practice. Develops and implements Practice procedures, operations, and internal controls. In collaboration with the Practices' leadership, works to identify opportunities and problems, and initiates plans for decision-making and problem-solving in the organization, specifically concerning the Practice, in a positive manner.
- Administers projects involving multiple stakeholders from different organizations across Tufts University, and develops plans, assembles necessary resources, monitors activities, and ensures completion of milestone deliverables.
- Assists with developing and monitoring Practice metrics; collaborates with the Executive Medical Director to identify opportunities and problems; and initiates plans for decision-making and problem-solving within the Practice.
- In collaboration with the Executive Medical Director, manages the budget for the Practice, which includes monitoring and authorizing all expenses, paying invoices, projecting future expenses, working with the Budget Office to submit upcoming budgets, and analyzing expenses to determine if projections are accurate.
- Supervises daily Practice operations, monitoring, assessing, and resolving issues. Ensures compliance with the Practice protocols and assures the appropriate staffing levels for the Practice locations. Trains and onboards staff in best operating practices. May supervise temporary staff. Participates in the Practices' interviewing, hiring, and orientation of new non-clinical staff.
- Oversees daily operations to ensure sites have adequate supplies, functioning equipment, and appropriate staff coverage.
- Manages contracts with vendors and processes interdepartmental funds transfers.
- Runs Practice staff meetings and coordinates staff presentations and trainings, as needed.
- Function as the Practice's focal person for credentialing providers and as the Practice's link with two web-based credentialing platforms: HealthStream and Verisys. Support providers within the Practice in

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navigating the credentialing and re-credentialing process.

- Produces the Practice's Annual Report and other requested reports; drafts communications for the Practice and develops PowerPoint presentations and draft policies and procedures, as requested.
- Assists, as necessary, with administrative support needs.
- May participate in university committees representing the Practice at the request of the Executive Medical Director and may write summary meeting minutes
- Other administrative tasks as assigned by the Executive Medical Director

What We're Looking For

Basic Requirements

- A bachelor's degree in healthcare or business administration, or the equivalent in education and closely related work experience, is required.
- At least 5 years of progressively responsible management-level experience in Health Care Management.
- Highly organized, proactive, attentive to details, and goal oriented.
- Experience in working with electronic medical records systems.
- Experience working with large data sets with guidance from medically trained individuals.
- Experience managing a budget, projecting and tracking expenses and working with finance systems.
- An ability to identify problems and think logically or creatively to devise practical solutions.
- An ability to prioritize and carry out work assignments independently and efficiently; be self-directed, and flexible.
- Excellent writing and oral presentation skills.
- Excellent skills with computer software, including Outlook, PowerPoint, Word, and Excel.
- Desire to work as part of a multi-disciplinary team to improve patient's health and well-being.
- Strong interpersonal skills and effective telephone skills.
- A commitment to the mission of Tufts University.
- Ability to work with many diverse people.
- Possess a strong level of confidentiality due to the sensitivity of materials and information handled.
- Ability to perform functions with minimal supervision.

- Ability to multitask and work accurately at a high volume.

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Additional Preferred Experience, Education, etc.

- Experience working in an occupational health clinic, student health clinic, or medical office is highly desirable.
- Experience working with Enterprise Health and or Medcat is desirable.

Pay Range

Minimum \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact