

Work Study Job Description

Job Title	Management Intern/Assistant
Organization Name	Whole Family Health Care
Job Location	Burien
Address	14212 Ambaum Blvd. SW Suite 106 Burien WA 98166
Pay Rate	\$12 - \$15
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Jason Cornish
Phone Number	2062445520
Email Address	juzabro@gmail.com
Website	

Nature of Organization

We are a small, warm, bilingual private family practice located in a vibrant, diverse, multiethnic community in Burien, WA. We are dedicated to providing accessible, high-quality care.

Duties and Responsibilities

- Maintain/increase online presence and marketing for the practice
- Coordinate staff benefits
- Monitor and enforce compliance with applicable government regulations
- Maintain office and clinical supplies by keeping inventory and placing supply orders
- Monitor insurance billing and produce reports interpreting statement trends
- Screen new applicants and schedule interviews
- Create and revise systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes
- Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions
- Assist front-desk efforts

Minimum Qualifications

Coursework or experience that pertains to at least some of the duties and responsibilities

Must be a self-starter and able to work independently

Must maintain confidentiality

Must be able to work in a diverse environment

Bilingual English/Spanish preferred but not necessary

Educational Benefits

Employee will learn the ins and outs of a small medical practice

Employee will gain experience in analytical thinking and problem solving

How to Apply

Send resume to: juzabro@gmail.com

Cover letter is optional.

Job Number: 40WFHC01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%