OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Management Intern/Assistant
Organization Name	Whole Family Health Care
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	
EIN	30-0177552

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 | State 40% | Closed