Health Care Services Manager

Akamihk Health Care Services - Employment Opportunity

Akamihk Health Care Services Inc. is looking for a dynamic individual to lead our health services initiatives which include clinics, imaging services and care homes. The chosen applicant will be responsible for coordinating and ensuring the smooth implementation of the many moving parts that ensure that patients receive, and providers administer effective care.

Some of the duties required of the Health Care Services Manager will include (but are not limited to) are:

* Plan, organize and manage operations and activities of one or more health clinic(s) or health program(s)
* Oversee and manage processes of clinical teams
* Formulate and update departmental plans and priorities to address any business or operational challenges
* Set a direction for the team, resolve any issues, and provide guidance to team members
* Stay abreast of important and relevant laws, regulations, policies, and procedures governing assigned clinic operations
* Creating budgets
* Helping patients access care within the limits of their insurance
* Communicating with insurance company representatives
* Planning and implementing staff meetings
* Billing for services
* Scheduling providers
* Customer service
* Creating intake and training flows for new employees and new patients
* Case management
* Researching compliance
* Training staff to adhere to new policies or laws
* Researching new data management strategies or systems
* Training staff to adjust to changes in information management systems
* Fostering communication between administration and staff
* Performance reviews

# Education, Training & Certification

* Bachelor's degree in health services administration, long-term care administration, health sciences, public health, public administration or [business administration](https://www.thebalancecareers.com/business-administration-major-525369).

# Health Services Manager Skills & Competencies

* Communication Skills: Since you must communicate with other professionals, you will need excellent [listening](https://www.thebalancecareers.com/listening-skills-524853), [speaking](https://www.thebalancecareers.com/verbal-communication-525538), and [writing](https://www.thebalancecareers.com/communication-skills-list-2063737) skills.
* Attention to Detail: This attribute will allow you to tend to job duties like scheduling and billing.
* Analytical Skills: You will need this skill to help you understand and adapt to new laws and regulations.
* [Problem Solving](https://www.thebalancecareers.com/problem-solving-skills-with-examples-2063764): You must be able to identify problems and then effectively and efficiently solve them.

Location: Montana First Nation

Open until a suitable candidate is found.

All interested candidates please send resumes to [milton@mfnmanagement.ca](mailto:milton@mfnmanagement.ca)

We thank all those interested, however only those selected for will receive notification.