



The Kansas Medical Society is hiring a full-time Services Coordinator for the Professionals' Health Program (PHP). The PHP Services Coordinator provides support for the KMS Professionals' Health Program (PHP) including word processing, filing, scheduling, and coordinating schedules of PHP staff. This position will also play an important role by implementing administrative systems, procedures and policies and partners with the director to monitor projects. The Services Coordinator may be required to prepare financial statements and work with the director on overall budget management. The ideal candidate should be a strategic thinker and offer ideas and solutions rather than simply carrying out requests. A minimum of three years of experience in a professional office environment, an Associate of Arts Degree or Bachelor's Degree is preferred. Qualified candidates should submit cover letter, resume, and salary history to hr@kmsonline.org.

DUTIES AND RESPONSIBILITIES

- Provide support to the KMS-PHP staff.
- Schedule and organize complex activities such as meetings, travel, department activities and conferences.
- Organize and prioritize information and calls.
- Design and maintain database with appropriate database back-ups.
- Perform desktop publishing; create and develop visual presentations.
- Organize and prioritize information and calls.
- Draft written responses or replies by phone or e-mail when necessary.
- Respond to regularly occurring requests for information.
- Manage Director's schedule and staff schedules, may include rescheduling appointments when emergencies occur.
- Make travel arrangements as needed.
- Prepare reports in Word, Excel, or other formats as directed.
- Coordinate and assist with project-based work.
- Review operating practices and implement improvements where necessary.
- Act as a liaison with outside agencies and individuals, including the Kansas State Board of Healing Arts, Attorneys, treatment facilities, physicians, hospitals, and other health care personnel.
- Handle confidential and non-routine information discreetly.
- Work independently and within a team on special nonrecurring and ongoing projects.
- Prepare general correspondence, memos, charts, tables, graphs, business plans, etc.
- Proofread copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Provide suggestions and input to improve office procedures.
- Work in conjunction with the Program Director to implement the organization's mission.
- Assist in gathering information in preparation for intervention, establish referral sources, report individuals to contact, assist with charting.
- Monitor RecoveryTrek database daily.

- Communication with RecoveryTrek as needed for clarification of reports and other necessary communication in scheduling tests, ordering specific tests, arranging new tests as directed by Program Director
- Interact with worksite monitors, therapists and other professionals who submit reports through RecoveryTrek.
- Assist in scheduling meetings with potential participants and participants, assist with the intake and report-in requirements as needed.
- Prepare reports for the Kansas State Board of Healing Arts.
- Communicate with attorneys, KSBHA Staff, CEO's, and Administrators as directed by Program Director.
- Assist the Program Director and other staff in coordinating community relations with appropriate agencies and organizations, as directed.
- Assure client information and medical record files are kept in an orderly consistent manner
- Comply with state and federal laws regarding the duty to maintain records, confidentiality, authorization to disclose health care information, access to medical records, disclosure of medical records, retention of medical records and liability for unauthorized disclosure.
- Perform miscellaneous related duties as assigned and other duties as assigned.

QUALIFICATIONS

- Work requires an extensive knowledge of business and an excellent command of the English language.
- Must have knowledge of office administrative procedures, and knowledge of use and operation of standard office equipment at a level generally acquired through 3+ years related experience.
- Must have knowledge of Microsoft Office including Word, Excel, Publisher, PowerPoint, and Outlook.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Work requires continual attention to detail in composing, word processing and proofing materials, establishing priorities and meeting deadlines.
- Associate Arts Degree or Bachelor's Degree preferred.
- Must possess initiative, adaptability, time management, and good judgment.
- Must maintain the highest level of confidentiality.
- Must have ability to multi-task and flexibility to change tasks as necessary.
- Must exhibit professionalism with all communication and possess the ability to handle crisis calls with calm demeanor and empathy and appropriately direct the calls in a timely manner.
- Must be able to function with little supervision and assume responsibility.

WORKING CONDITIONS

Professional office environment. Contact with physicians, physician assistants, CEO's, administration, managers, attorneys and other professionals in the general public.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.