

**MAINE MOBILE HEALTH PROGRAM**  
**Position Specifications**  
**Essential Functions and Applicant Requirements**

**Position Title:** Operations Coordinator  
**Pay Designation:** Exempt (Salaried)  
**Position Reports to:** Deputy Director

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**Position Summary:** Coordinates the administrative functions of the MMHP including operations and human resources. Works closely with staff on all projects and programs.

**Duties and Responsibilities:**

**Corporate:**

- Maintain organizational compliance with federal and state regulations
- Manage the program's Incident Reporting process
- Maintain referral provider agreements and other renewable contracts
- Maintain appropriate insurance coverage for the corporation and update corporate state, federal, and regulatory filings
- Serve as a staff member of the Quality Improvement and Risk Management Committees
- Update and manage Emergency Management Plan
- Manage insurance billing and credentialing for a small, lightly insured patient panel

**Human Resources:**

- Develop, recommend and implement personnel policies and procedures
- Supervise recruiting, hiring, onboarding. Maintain medical provider credentialing and contracting
- Maintain tracking system for employee training

**Administrative:**

- Manage physical facility, including fleet (with outside consultant)
- Organize staff housing during harvest seasons

**Other**

- Other duties as required

**Other Essential Requirements:**

- Computer systems including Microsoft Office software including at a minimum, Excel and Word

- Familiarity with Electronic Health Record systems, willingness to receive training in AthenaHealth
- Ability to read, interpret and apply policies and procedures
- Ability to communicate clearly and effectively
- Ability to work independently and set priorities among multiple requests
- Ability to appropriately and effectively supervise support staff
- Ability to interact with all other staff, volunteers and the general public

**Equipment Usage Requirements:**

- Routine Office equipment

**Education and Experience:**

- Ability to take initiative, set priorities, work independently and meet program goals and timelines
- College degree or equivalent 2-5 years' experience
- Health center or health program background
- Human resources familiarity
- Excellent interpersonal and communication skills

**General Work Environment and Physical Demand**

- Requires sitting and standing, normal office environment

**Cognitive and Emotional Demands:**

- Problem solving skills required.
- Occasional stress in meeting deadlines and handling competing priorities