

Healthcare Administrator

Job Description, Full-Time, Exempt

About

This is an exciting opportunity to build a transformative, justice-centered healthcare system in the Seattle region.

Tubman Center for Health & Freedom is looking for an experienced healthcare administration professional to join our team. We're searching for a "system defector" that understands the ins and outs of how existing healthcare systems perpetuate harms and is looking to invest their talents in building an alternative model of care -- one that centers on the patient and not the systems. The ideal candidate knows the parameters of "the box" yet is willing to think and design outside of it to develop and implement creative solutions that meet the needs of our communities.

The Tubman Center for Health & Freedom addresses health and wellness from both systemic and clinical approaches. By practicing medicine from the intersection of health and freedom, we address both the health of our patients as well as the factors that determine their health. Tubman Health provides primary and preventative care, community resources, social services, political education and advocacy. Tubman Health is a community organization committed to the principles of healing and people's liberation from systems that make us unwell. We work to advance health justice, culturally appropriate care, and integrative medicine. We are laying the groundwork for an innovative community health clinic that specializes in meeting the needs of marginalized communities in Seattle's Puget Sound region. The Healthcare Administrator reports to the co-directors, the COO and CEO.

Responsibilities

- Provide leadership and direction in ensuring effective and equitable application of people skills and other organizational resources to meet the identified needs of the community through quality health service programs.
- Ensure TCHF compliance with state and federal laws and well positioned for our planned expansion.
- Work with TCHF leadership, staff, interns, consultants, board members, organizational partners and serve as a liaison with the public and other healthcare partners to advance our organizational goals
- Manage administrative elements for TCHF's health services from systems testing and design, to clinics grand opening and ongoing management.
- Develop and directs the delivery of community-based health promotion and wellness programs in cooperation with other partners
- Draft content for annual reports, quarterly newsletters, and project reports
- Work with COO and CEO to oversee the business and compliance operations of TCHF healthcare delivery, including budgets and adherence to policies
- Inspire/support/manage a team of staff within the growing organization

Skills & Competencies

- Thorough knowledge and understanding of healthcare policies, regulations, guidelines, systems, and laws
- Strong analysis of existing systems and their role in perpetuating inequities
- Unwavering commitment to social justice and anti-racism

- Creatively imaginative with the ability to design new health systems and arrangements that meet the strengths and desired needs and expectations of marginalized communities
- Ability to listen deeply, integrate and implement innovative healthcare systems
- Willingness to turn every known/given on its head to re-evaluate, re-imagine and re-design healthcare delivery
- Excellent internal and external relationship-building, interpersonal, and culturally-responsive communication and managerial skills;
- Ability to work effectively with a wide range of stakeholders in diverse communities and among all levels of leadership
- Ability to communicate information effectively in writing and verbally for a variety of audiences, including community and organization leaders
- Organized and attention to detail
- Program management skills, with exceptional ability to set and meet deadlines, work with minimal supervision, manage multiple tasks, take initiative, and prioritize assignments
- Ability to lead and work collaboratively and flexibly in teams and to foster a respectful, cooperative, problem-solving team environment
- Willingness to travel and to work occasional weekends/evenings

Experience and Education

Minimum Qualifications & Experience

- Bachelor's degree in healthcare administration, public health, social services or other closely related health professional degree and minimum 5 years' relevant work **OR** equivalent combination of education/comparable work experience
- Knowledge and experience in healthcare administration
- Two years supervisory experience
- Familiarity with Healthcare Insurance Plan administration and contracting process
- Familiarity with grant reporting
- Familiarity with healthcare billing and coding processes
- Familiarity with Electronic Health Record administration
- Experience addressing health equity and structural racism

Preferred Qualifications & Experience

- Master's degree in healthcare administration, public health, social services, or other closely related health professional degree and 6+ years relevant work experience **OR** equivalent combination of education/comparable work experience
- Five or more years supervisory experience
- Knowledge and experience
 - o Leading healthcare administration and system changes
 - o Pertaining to integrative healthcare/medicine
 - o Addressing social and health justice
 - o Creating health system policies and procedures
 - o Using evaluation processes to develop systems

Location

This is an in-the-office position in South Seattle, with some flexibility to work remotely periodically.



Occasional travel around the Puget Sound region. Travel will increase as COVID-19 impacts and precautions lessen.

Compensation

This is a full-time, exempt, benefits-eligible position. Benefits include: Family health benefits available at 100% employer-paid, five-week vacation and personal time in the first year and \$1,000 annual allocation for Professional Development. The starting pay range for this position is between \$92,000 - \$115,000 DOE.

To Apply

Please submit your resume/CV along with a letter of interest. Email materials to info@tubmanhealth.org with the position title in the subject line.