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**HealthPoint Family Care**

**Center Supervisor**

**Reports To: Center Manager**

**Status: Exempt or Non-Exempt (based on maximum salary requirements under FLSA)**

**Summary:** Works independently and with minimal supervision. Is proactive in all duties listed below.

**Essential Duties and Responsibilities:** This job description reflects management's assignment of essential functions. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Assists with daily operations management of assigned centers

Prepares Daily Counts and Billing Paperwork for the billing department and submits daily

Prepare assigned centers daily bank deposits and makes deposits daily

Management of staff and provider time and attendance through the payroll system

Daily reporting to Center Manager regarding any outliers for time and attendance, including, but not limited to those that require occurrences

Daily management of proper staffing and staff schedules, including Saturday schedules which may included staff and providers from other centers

Monitoring and Tracking of general office and medical/OB/Gyn clinical supply inventory, as well as ordering

Manages the immunization inventory tracking process per current policy and procedure

Maintains temperature logs for VFC immunizations

Verifying lab and PAP order results per current policy and procedure.

Weekly quality checks of in-house testing equipment and manages maintenance as needed.

Reviews newborn screens reports from the hospital, contacts guardians to make appointments as needed per current policy and procedure

Conduct and complete tracking grid for assigned centers Provider Phone and Center surveys

Update employee health files

Coverage for assigned centers support staff as needed for appropriate coverage

Researches and responds to Center Manager and staffs questions, request and concerns

Recommends office flow improvements

Follows established regulations and professional standards as required of the position. Participates in and supports continuous quality improvement.

Other projects as assigned by Center Manager

**Supervisory Responsibilities:**  After hours staff will report to this position. Works directly with Center Manager regarding day to day office operations and staff direction.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**  Minimum high school diploma, MA certification and minimum 5 years medical office experience.

**Language Skills:**  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Reasoning Ability:**  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**  Proficient skills in a variety of software programs to include Microsoft excel. Will gain and maintain working knowledge of GE EMR.

**Certificates, Licenses, Registrations:** CPR certification is not a job requirement for this position for non-clinical personnel. Medical/clinical personnel fulfilling this role that would perform or act in a clinical capacity as needed, must hold a current CPR certification.

**OSHA Job Classification:** Category II – Handling, managing and disposal of biohazardous materials and/or equipment contaminated with biohazardous materials is a regular part of your work assignment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee are occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of radiation. The noise level in the work environment is usually moderate.

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**Employee signature Date**,

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