

---

## Administrative and Medical Data Tracking Assistant - Salem, OR

WFMC Health is a 501(c) (3) non-profit medical clinic in Salem, OR, providing primary, specialty and mental healthcare services to a diverse population of patients residing in Marion and Polk Counties. WFMC is seeking a motivated team member with a broad range of administrative skills, a strong desire to work in a healthcare setting, the ability to juggle a variety of tasks, and the willingness to assume increasing responsibility.

### **Qualifications:**

1. Bachelor's degree or equivalent years of experience demonstrating the required skills, aptitude and knowledge to carry out the primary duties and responsibilities of the job.
2. Excellent writing, communication and critical thinking skills. Course work or a degree in Communications a plus. Editing and proofreading skills also plus.
3. Detail oriented with strong personal initiative to be thorough, accurate and timely in compiling reports.
4. Must be able to work independently in a fast-paced environment.
5. Proficiency with MS Word and Excel. Familiarity with EHR/EPM systems helpful, but not required. The right candidate for this position will have a willingness and aptitude for learning and working with a variety of software programs, including those used in the healthcare industry.
6. Familiarity with a variety of social media platforms (Facebook, Twitter, Instagram, etc.) and the ability to assist website managers and creative staff on an as-needed basis.

### **Primary Duties and Responsibilities (additional duties may be included):**

- Work with key administrative staff to provide day to day support of a broad range of administrative activities including: preparing reports and organizing data from a variety of sources, coordinating calendars, scheduling and setting up for meetings, as well as attending and taking minutes, basic IT troubleshooting when IT personnel are not available, coordinating and working with the clinic's marketing specialists to assure brand integrity, monitoring social media, updating website information and completing other tasks associated with the clinic's administrative office.
- Become proficient with the clinic's NextGen Electronic Medical Records system and assume increasing responsibility for maintenance of EMR system, monitor progress of internal ticketing system and communicate issues to IT personnel and other technical staff, and assist administrative staff with training and support.
- Responsible for providing ongoing administrative support related to a variety of quality metric incentive programs. Staying up to date with the requirements of a variety of contracted, state and federal quality/ performance measures and communicating those updates to appropriate staff members.

-Serve as lead point of contact for OSHA-related activities including: facilitating monthly Safety Committee meetings, organizing annual staff trainings, staying up to date with federal and state OSHA requirements, and relaying updates to appropriate staff members.

-Assist other administrative staff with recruitment process activities including: posting job positions, monitoring applicants, reviewing applicant materials, scheduling interviews, and onboarding of new hires.

-Communicate with external vendors and insurance companies to schedule chart audits and facilitate retrieval of medical records

- Assume responsibility for organizing and tracking clinic policies and procedures and working with other staff to develop strategies for uniform use of clinic materials.

**Our best employees are:** Compassionate, customer service oriented, highly motivated, dependable, detail-oriented, empathetic, and are flexible team players with strong communication skills.

**Location:** Salem, OR

**Compensation:** Commensurate with Experience

**Website:** [www.wfmchealth.org](http://www.wfmchealth.org)

**Job Type:** Full-time

**Salary:** \$13.50 - \$23.58 per hour

**Benefits:**

- 401(k)
- 401(k) matching
- Flexible schedule
- Health insurance
- Paid time off
- Professional development assistance
- Referral program
- Relocation assistance
- Schedule:
- 8 hour shift
- Monday to Friday
- Supplemental pay types:
- Bonus pay

**COVID-19 considerations:**

All patients and staff are required to wear a mask. COVID-19 vaccine is required.

**Education:**

Bachelor's (Preferred)

**Work Location:**

One location