

# Texas Prime Healthcare Inc

## JOB DESCRIPTION: Office Manager

Title of Immediate Supervisor: Administrator

### POSITION SUMMARY:

The *office manager* is responsible for the overall management of the Support Services and Personnel Departments and other duties as deemed necessary. He/She reports directly to the Administrator.

### REQUIREMENTS:

1. High school graduate.
2. At least 2 years experience in management.
3. Ability to effectively manage and supervise people, routine and complicated business files, accounts payable/receivable, personnel concerns/problems, and the computer systems.

### RESPONSIBILITIES:

1. Manage both departments to ensure quality performance standards and open communications are maintained.
2. Serves as backup for computer system, and train new employees on same.
3. Handle advertising needs.
4. Approve ordering of office supplies.
5. Order all forms used by agency.
6. Assist Director in cost effective Agency management.
7. Maintain high visibility and availability via telephone and/or while in the office, projecting a concerned, professional attitude toward departmental personnel.
8. Must possess positive, enthusiastic attitude, good people skills, and professional appearance.
9. Working knowledge of personnel department procedures.
10. Input information in the computer for financial purposes.
11. Responsible for billing procedures to be on time.

### JOB CONDITIONS:

Position is stressful in meeting deadlines. Minimal lifting of office records and printouts. Primarily, a desk job which involves sitting, standing, stooping and walking. Excessive telephone communication. Traveling by car or airplane to local, out-of-town or state seminars, conferences or meetings. Must be able to read 12 point or larger type. Must be able to hear adequately on the telephone with no more than an amplifier. Must be able to hear and speak in a manner understood by most people. Must be able to communicate both verbally and writing.

### EQUIPMENT OPERATION:

Utilizes PC, Calculator, 10 line telephone, and other related office equipment.

### COMPANY INFORMATION:

Access to client medical and personnel records which may be discussed with all management staff.

### STATEMENT OF UNDERSTANDING:

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily. I have not been employed as Administrator with an agency that was cited with violations that resulted in enforcement action, or convicted of a felony or misdemeanor as listed in 97.601(b)(2).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# PERFORMANCE EVALUATION

## JOB DESCRIPTION: Office Manager

Immediate Supervisor: Administrator

Please check the box for the number that best describes the individual's rating:

1 = POOR    2 = FAIR    3 = AVERAGE    4 = GOOD    5 = EXCELLENT

	1	2	3	4	5
<b>ABILITY TO ACCOMPLISH JOB RESPONSIBILITIES</b>					
<b>1. Performance:</b> Accurateness and accountability of required tasks and projects.					
<b>2. Timeliness:</b> Manages time appropriately to accomplish job responsibilities and projects by due dates. Timeliness to meetings, appointments and work.					
<b>3. Decisiveness:</b> Capacity to effectively render realistic alternatives and to conclusively select a best course of action in a timely manner.					
<b>4. Resourcefulness:</b> Ability to create opportunities in a changing environment to assure accomplishments of vital goals.					
<b>5. Reliability:</b> Consistency of actions derived from professional competence and concern for contribution to profit.					
<b>6. Orderliness:</b> Self-discipline essential to maintain system and structure to support the efficient performance of work.					
<b>PROFESSIONAL ATTRIBUTES</b>					
<b>1. Confidence:</b> Self assurance in meeting job demands; belief in self and in capabilities of others to take needed actions and deliver required results.					
<b>2. Commitment:</b> Capacity to accept accountability for actions and measurable results and to give needed action support to other team members.					
<b>3. Responsibility:</b> Ability to think and act rational and to be accountable for actions and for results accomplished.					
<b>LEADERSHIP ATTRIBUTES</b>					
<b>1. Positiveness:</b> A "can do" attitude in response to directions, ideas, suggestions and criticism to advance productive team action.					
<b>2. Drive:</b> Sustained and concentrated initiative toward meeting deadlines and taking necessary actions to achieve vital goals.					
<b>3. Energy:</b> Mental, emotional and physical vitality used vigorously in taking required actions.					
<b>4. Power:</b> Personal power and desire to influence the actions of others toward accomplishing vital goals.					
<b>5. Enthusiasm:</b> Intense and sincere interest, expressed as a healthy concern for other employees, actions to realize improvement and embrace change.					
<b>6. Persuasiveness:</b> Force of self-expression that clearly conveys meaning and influences goal directed actions.					
<b>7. Goal Accomplishment:</b> Ability to formulate goals for improved results and to focus actions on their accomplishments.					

Evaluator/Date:	Employee/Date:
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**Comments:**

# SELF EVALUATION

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<b>Medical Director/Date:</b>	<b>Comments/Development Planning:</b>
<b>Goal Setting:</b>	<b>Goal Achievement:</b>