

New Hampshire Professionals Health Program Office Manager Position

Seeking a detail oriented, professional individual with experience spanning record keeping to office organization to benefits negotiation. This individual will report to the NHPHP Medical Director. They will be expected to manage new material and information efficiently. Proficiency with electronic filing mandatory and knowledge or willingness to learn about professional healthcare monitoring specifics regarding drug testing. This individual will have good communication skills, able to multitask and to work independently. There will be deadlines and longer-term projects that will be assigned with the expectation that the individual discusses progress and ideas with the Medical Director and Assistant Medical Director. This is a full-time position: 40 hours per week, 8:00 am to 5:00 pm including 1 hr of breaks per day.

Other tasks may include involvement with conference planning, to include continuing education units (CEU) and continuing medical education (CME) credit attainment. Additionally, assistance with production of quarterly and yearly reporting data with detail and precision.

Experience in non-profit organizations a plus.

Specific skills:

- Work with staff regarding planning for participant interviews, filing records, preparing (ROI) forms as requested and sending compliance letters as prepared by the Medical Director to secondary state monitor programs.
- Check e-fax daily and notify staff of any document arrivals and uploads.
- Answer phones during office hours and triage callers
- Communicate with vendors such as Foxit, Zoom, eFax, Comcast for up to date policies, prices and management. Discuss with medical director yearly.
- Review website content and be facile at adding content to website as requested by staff.
- Maintain files for accounts receivables, accounts payable, staff documented CME monies and receipts; prepare reimbursement documents for staff to be sent to medical director or treasurer (in case of med director submission)
- Basic bookkeeping functions such as entering payroll, paying bills, entry of checks, deposits, and reconciling the checkbook
- Basic familiarity with common office software tools such as Microsoft Word, Excel, PowerPoint; familiarity with WordPress for website maintenance a plus.
- Support marketing and/or public relations functions
- Assist with contract application preparation.
- Demonstrate empathy, compassion and respect for participants in all interactions.
- Respect confidentiality and understand the concepts in HIPAA, 42 CFR Part 2, Protected Health Information and other applicable privacy rules and regulations
- Serve as a role model through positive and appropriate conduct and participation in special organization events.
- Work cooperatively with supervisors and others.
- Ensure client confidentiality in accordance with all federal, state and local laws and regulation.

- Perform other duties as assigned as appropriate to qualifications
- Experience with grant application a plus

The New Hampshire Professionals Health Program is a 501(c)(3) not for profit organization contracted by the Office of Professional Licensure (OPLC) that provides free and confidential services including evaluation and treatment resources to healthcare and other licensed professionals from 13 NH licensing boards. The NHPHP staff is a resource for healthcare professionals who experience issues including mental illness, substance use disorders, stress experiences, and burn out situations. Many of these issues are considered potentially impairing in a safety sensitive workplace and require interventions.

Benefits: Salary commensurate with experience

Benefits: PTO: based on 40 hour work week: (vacation 80 hours per year and personal/sick time 80 hours per year)

7 Paid Holidays/year

Simplified Employee Pension {SEP-IRA} contribution equal to 6% base salary

Health insurance contribution (\$6,000 per year individual/\$10,000 per year family contribution or 80% premium)

HSA contribution (\$1500/year).

SEP-IRA contributions are immediately 100% vested, and the IRA owner directs the investments.

Above Eligible 1st of month following 60 days of full-time employment.

Other Voluntary Benefits Available: Dental, Vision, Life, ST/LT disability. Eligible 1st of month following 60 days of employment