



food+body wisdom

Opal: Food+Body Wisdom, an eating disorder treatment facility in the University District of Seattle, Washington, offers intensive day treatment as well as outpatient services. We are looking for skilled individuals who want to join our team to provide quality treatment and work along side a passionate and caring staff.

Job Title: Healthcare Administrator/Head of Operations

Responsibilities:

- Lead and supervise Operations Department (IT, Billing, Human Resources, Accounting, Utilization Review, Compliance and Facilities)
- Supervise Billing Specialists, Utilization Review Specialist, HR Lead, Accounting Lead, and Administrative Assistant/s
- Improve existing operations work flows/systems
- Develop and maintain a Compliance Department to address Department of Health license and reviews, respond to audits, maintain company HIPAA standards, and update the company Policy and Procedure Manual
- Help with insurance contract negotiations
- Co-develop a work flow in HR for job applications and applicant screening/ interviewing
- Manage and address IT across Opal
- Lead, manage and address facilities concerns across Opal
- Report updates to director on a regular basis
- Other duties as assigned by supervisor

Requirements:

- Master's in healthcare administration preferred
- Live, behave and talk in a way that reflects a non-diet, non-weight biased relationship with food and body
- Strong commitment to anti-racism and the development of anti-racist systems within Operations Department
- Alliance to Opal's mission, vision and values
- Excellent computer and organizational skills
- Excellent writing, analytical, and problem-solving skills
- Excellent leadership, communication and interpersonal skills
- At least 2 years of experience in healthcare

Hours:

- Full-time

Compensation:

- Commensurate to experience
- Benefits: Medical/Dental/Vision insurance, PTO, paid holidays, retirement account with employer matching, paid continuing education