

# POSITIONS AVAILABLE

<b>TITLE:</b>	<b>MHL OPERATION MANAGER</b>
<b>REQUIREMENTS:</b>	<p><b>REQUIREMENTS: SPECIALIZED TRAINING OR BACKGROUND EXPERIENCE (AMOUNT AND TYPE)</b></p> <p>BA degree or Master's degree preferred with a combination of education and experience in healthcare and/or accounting and billing administration. Min. 5 years of experience in healthcare/Financial Operations Management. Knowledge of principles and practices of office administration, healthcare billing and financial administration. Demonstrated skills in development of departmental processes and procedures, efficient record keeping, and supervision. Excellent computer skills; Correct English usage, grammar, spelling, punctuation, and proof reading. Ability to successfully deal with diverse groups of internal and external departments, agencies and vendors. Knowledge of non for profit principles and procedures; Ability to handle multiple projects and deadlines. Strong computer skills; Experience in staff supervision. Demonstrated ability to interact with individuals at all levels with effective written and oral communications skills.</p> <p><b>GENERAL JOB DESCRIPTION:</b> Responsible for the supervision and management of the MHL Operations staff, including communication with ICOs, administrative report and MHL billing oversight and preparation. Maintaining MHL Operations policies and procedures to ensure highest level of efficiency while maintaining appropriate internal controls and compliance MHL program guidelines and standards. This is a position wherein the person performs assignments with considerable independence and functions in accordance with professional practices and applicable procedures, policies and legal regulations. This person will oversee and advise less experienced workers in the MHL Operations area. This person carries out responsibilities and activities of the Agency under the supervision of the Director of MI Health Link and Contract Management.</p> <p><i>The Detroit Area Agency on Aging is committed not to discriminate against any employee or applicant for employment, training, education or apprenticeship with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed or handicap.</i></p>
<b>SUBMIT:</b>	A resume and cover letter
<b>CONTACT:</b>	Human Resources
<b>ADDRESS:</b>	1333 Brewery Pk Blvd, Suite 200 Detroit, MI 48207
<b>CLOSING DATE:</b>	<b>Until Filled</b>