



# Northeast Valley Health Corporation

a california health<sup>+</sup> center

## Career Opportunity Credentialing Specialist - Full Time

Northeast Valley Health Corporation (NEVHC) is a federally funded, nonprofit community health center operating Joint Commission accredited licensed primary care health centers. Northeast Valley Health Corporation (NEVHC) is hiring full time Credentialing Specialist for our Corporate Foothill Office in the San Fernando Valley area.

The mission of Northeast Valley Health Corporation is to provide quality, safe and comprehensive healthcare to the medically underserved residents of Los Angeles County, particularly in the San Fernando and Santa Clarita Valleys, in a manner that is sensitive to the economic, social, cultural and linguistic needs of the community.

### Exceptional Benefits:

- 10 to 20 vacation days, based on the number of years of service
- 12 sick paid days per year
- 11 ½ paid holidays per year
- Medical, vision, dental, STD, LTD, accident/injury, identity theft, legal services, and life insurances
- 403(b) Employer-sponsored pension plan



Responsible for full cycle credentialing of Other Clinical Staff (OCS) and Other Licensed or Certified Practitioners (OLCP). The role will ensure OCS and OLCP staff maintain current credentials and licenses to work legally in their field or specialty. The Credentialing Specialist monitors upcoming recredentialing deadline are met by collaborating with staff and management to advise them of the required steps to maintain their credentials. Review information on potential new employees to make sure all required licenses and credentials are current before hiring and internal transfers.

**Reports to:** HR Administration Manager

### Qualifications:

1. High School Diploma or General Educational Development (GED) certificate. Associate or bachelor's degree in business management or related field is preferred.
2. Minimum of three years' experience working as a Credentialing Specialist, preferably in a Federally Qualified Health Center (FQHC) setting.
3. Accredited Certification as a Certified Provider Credentialing Specialist (CPCS) issued by the National Association of Medical Staff Services. Complete the CPCS certification program within three months of attending training session(s), if not obtained at time of hire.
4. A working knowledge of compliance with all regulatory and accrediting institutions for credentialing and privilege.
5. Use critical thinking skills to conduct follow-up with individual staff, practitioners, internal and external entities to resolve discrepancies identified during the credentialing process.
6. Thorough working knowledge of business English, spelling, punctuation, and contemporary general office practices and procedures.
7. Math skills sufficient to prepare routine spreadsheets, calculate/balance invoices/expense reports, and similar.
8. Proven high quality customer relationship (internal and external) skills.
9. Demonstrated supervisory skills sufficient to supervise one to two employees.
10. Computer skills in Microsoft Office programs (Word, Excel, etc.), and database systems.
11. Effective verbal and written communication skills to communicate clearly and effectively with patients and others.
12. Strong attention to detail, effective work organization and time management skills.
13. Ability to be flexible and work in a changing environment.
14. Sensitivity to the diverse cultures represented among members and staff.
15. Skilled in maintaining confidentiality and discretion regarding employee information.
16. Fluency in English (speaks, read, and write).
17. Ability to adapt quickly and easily to changing situations and priorities.

**For more information go to**  
<https://nevhc.org/about-us/careers/>

*Northeast Valley Health Corporation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Northeast Valley Health Corporation complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.*