



Job Posting

Title: Licensing & Contracts Administrator

Base Salary Range: \$80,000 - \$89,000 - plus benefits

FTE: Full-Time - Exempt

Our Mission: The Mission of South Central Family Health Center is to improve the quality of life for the diverse Community of inner city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient, and culturally responsive services.

General Summary: Reporting directly to the Compliance and Risk Management Director and is responsible for the management of contracts, clinic licensing/certifications and general credentialing. Leads internal and external audits to ensure full compliance. Coordinates all emergency preparedness activities, member of the Safety and Risk Committee.

- Maintains electronic and/or physical files for company contracts, MOU's, lease agreements, service agreement, referral agreements, amendments etc.
- Conducts and research, compile data, and prepares papers for consideration and presentation by Compliance Director.
- Involved in a range of strategic planning & internal initiatives for the progression of the organization.
- Assists Compliance & Risk Management Director, Financial Officer, Chief Operations Officer & Chief Medical Officer, and Chief Executive Officer on various assignments approved by supervisor.
- Responsible for maintaining existing health plan and payor contracts/agreements. Coordinates gathers, completes and submitting various health plan and payors requests (i.e LA, Covered CA, FamPact, HCLA IPA, CHDP) and others as needed.
- Reviews and revises legal documents including engagement letters, retainer agreements etc.
- Responsible for completing health plan and payors certificate of insurance (COI) requests and gathers them as needed.
- Attends and participates regularly to meetings such Managers meetings, Fun Committee meetings, audit workgroup meetings, QI/QA workgroup meetings, Safety & Risk Committee meetings.
- Assist the Compliance and Risk Director to develop and conduct annual training related to Compliance topics.
- Coordinate live or recorded trainings. Obtains and /or develops effective training materials utilizing a variety of resources.
- Assist in developing a training schedule with all relevant compliance topics required by HHS, DHCS, CMS, OIG, HRSA, and other regulatory entities.
- Conducts follow-up studies of all completed training to evaluate and measure results.

Education and Experience Knowledge:

- Bachelor's Degree required in Business or related field or equivalent of 1 years' experience preferably in a FQHC or community clinic setting.
- MBA or Master's degree preferred
- Excellent interpersonal, organizational, and project management skills
- Ability to prioritize multiple tasks, work effectively under stress, meet short deadlines, and take direction.
- Must have excellent analytical and organizational skills.



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- Ability to perform assigned duties with minimum supervision. Manages projects autonomously, problem-solving and planning using all available resources.
- Ability to identify problems and implement or recommend solutions; interpret and apply policies and procedures.
- Ability to coordinate multiple schedules and produce accurate work despite frequent interruptions.
- Effective computer skills in Microsoft Office Applications Word/Outlook/PowerPoint/Excel
- Bilingual Bi-literate Spanish/English preferred

Licensure and Certifications

- Notary Public preferred

Top benefits or perks: As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health Care, Dental, Vision, and Life Insurance
- 403 (b) Retirement plan
- Education Reimbursement Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company.

Contact/application information:

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>