



**HealthSource of Ohio is seeking to hire a Practice Manager I who is passionate about providing quality healthcare to our patients and communities. We are looking for Friendly, Accessible, Credible individuals to join a great team.**

**Responsibilities:**

- Oversee day-to-day operations of HSO Center. Continually assess current workflows in the administrative and clinical areas, evaluating effectiveness and modifying activities as necessary for more efficient operations.
- Support and uphold established policies, procedures, objectives, quality improvement, safety, environmental and infection control, and codes and requirements of accreditation and regulatory agencies.
- Responsible for direct supervision of HSO center staff, including interviewing, selection, and orientation of team members; evaluates their performance relative to job goals/requirements; coaches staff and recommends additional training as necessary.

**Qualifications:**

- Bachelor's degree preferred
- 1 year of management experience preferably in healthcare setting or 2-year degree in Business, Healthcare, or other Related Field

HealthSource of Ohio is an Equal Opportunity/Affirmative Action Employer:  
Minority/Female/Disabled/Veteran

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	