

Position: DIRECTOR OF OPERATIONS (ASC)

Reports to: VP of Healthcare

Location: West Seneca, New York 14224

Position Summary:

We are searching for an experienced, high energy, detail oriented Health Care Administrator who will manage and direct the daily operational activities of this multi-specialty outpatient surgery center. This shall include the planning, organizing and coordination of the administrative and clinical operations of the Center. The specific duties include managing Human Resources, which includes recruitment, selection, training, retention and supervision of all Surgery Center staff. In addition, the Director will participate in financial management, budget preparation and ensuring compliance; familiarity with accounts payable and accounts receivable, third party payers, and forecasting. Physician recruitment and retention, and marketing. The Director is experienced in regulatory and agency (DOH, AAAHC) compliance and accreditation requirements; and ensures productivity standards, positive medical staff relations, clinical quality, and cost-effective care.

Position Background Requirements:

We seek a candidate who possesses a Bachelors degree (MSN, MHA, or MBA preferred), with a minimum of 3+ years administrative experience in an outpatient ambulatory surgery or hospital setting; managing a diversified clinical staff, accreditation agency compliance, third party payers, human resources, budget, capital expenditures, and contracts. A candidate who remains current with advances in medicine, government regulations, insurance changes, and possesses excellent interpersonal communication skills, with the ability to multi-task and manage multiple priorities. The successful candidate displays a comprehensive knowledge of the daily operations of a successful ASC, and possesses excellent leadership skills.

What Our Company Offers You:

The company offers a full array of excellent benefits. When you join our team, you will be eligible for medical, dental, vision, short term disability insurance, long term disability insurance, accident protection, specified disease critical illness protection, 401(k) matching, ID shield, legal shield, annual discretionary bonus potential, and paid time off. The compensation package is very competitive.

Confidential Resume and Salary Requirement To:

Center for Ambulatory Surgery
Human Resources Manager
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