

# Job Announcement

Effective/Last Revision Date: December 2017



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**Job Title:** Operations Coordinator

**FLSA STATUS:** Non-Exempt

**Unit:** Operations

**Reports to:** Chief Operations Officer

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## Position Overview

Are you looking for an organization that is one of the fastest growing industries in the US? Great Rivers BHO is excited to announce the Operations Coordinator position. This position will be responsible for assisting in coordinating the planning and management of operations in support of IS/IT, Finance and Facilities. This position will coordinate projects related to administrative, operational, and financial aspects for the department that includes performance tracking, data collection and analysis, report-writing, and cost-containment. All Team Members are eligible for competitive benefits, while working for an organization that promotes learning and development opportunities, flexible scheduling, and a supportive work/life balance.

## Company Overview

Effective April 1, 2016, Great Rivers Behavioral Health Organization is the fiscal agent for publicly-funded mental health and substance use disorder treatment in Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum counties. Our mission is to provide access to high quality comprehensive systems of care that yield the outcomes desired by people with mental health and/or substance use conditions.

## Summary of Essential Duties and Responsibilities:

- Support COO in the management of general activities of an organization's operations in a health care service environment.
- Assist operation staff on projects to provide customer service to organization departments and external stakeholders.
- Supports and coordinates operation projects so that management goals are met within the approved budget.
- Collaborate with Operation teams with the coordination of activities, resources, equipment, and information.
- Responsible for project management of facilities, to include but not limited to office needs and lease obligations.
- Assist with projects requiring the collecting, analyzing, interpreting, and summarizing data in statistical and analytical reports. Ensure content is compliant with government contractual requirements.
- Evaluates and enhances current operational systems by working closely with senior management teams, to create and present reports, forecast future requirements, and support recommendations for operational efficiency.
- Meet with vendors, employees, and managers to review and test current processes and procedures.
- Perform other duties and projects as assigned by the supervisor.

## Minimum Qualifications:

- Bachelor's degree in Business, Accounting, Finance or closely related field. A combination of equivalent education and experience will be considered.
- Two (2) years of experience with information systems, databases, software navigation and quantitative data analysis tools and techniques. Experience to include presenting findings through compelling narratives and visuals.
- Proficiency in computer use and applications commonly used or applied in this field/trade/position, and Microsoft Office applications.
- Possess and maintain a valid driver's license. Pass and maintain a clear background record as required for

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healthcare organizations under state and federal contracts.

## **Preferred Qualifications:**

- Prior experience and/or knowledge of facility management and graphic design software.

**Salary Range Starting:      \$ 37,000 to \$53,000 annually**

**Benefits Package currently includes:** Health package (medical, dental, orthodontia, life, long term disability, vision, and prescription coverage); paid observed holidays; Personal Time Off (PTO); employee assistance program; and PERS retirement program through the State of Washington Department of Retirement Systems. Voluntary benefits include: additional life and accident insurance; short term disability; flexible spending accounts; and deferred compensation.

## **TO APPLY ONLINE:**

**Submit your resume and cover letter to [careers@greatriversbho.org](mailto:careers@greatriversbho.org)**

This position will remain open until filled or until Great Rivers BHO believes a sufficient applicant pool has been established.

## **Great Rivers Behavioral Health is an Equal Opportunity Employer.**

It is our policy to seek and employ the best qualified personnel and individuals who are the best match for the position(s). We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. We encourage anyone interested in employment to apply, including women, minorities, veterans, and persons with disabilities.