

Job Title	Practice Administrator
Employer/ Agency	Cinco Ranch Behavioral Health
Job Description	The practice administrator is responsible for the following functions: <ul style="list-style-type: none"> • Quality Assurance • Utilization Management • Human Resource Management • Contract Compliance • Recommendations related to personnel actions (employing staff, evaluations, dismissals etc.) • Policies and Procedures • Establishes and maintains clinical standards in mental health, development, and substance abuse programs • Responsible for preparing weekly, monthly, quarterly and annual reports • Social Media content creation and monitoring
Qualifications	Master's Degree (MSW, MBA, MHA) At least 2+ Years of Experience in administrative role
Salary/Hours	Salary - DOE Full-Time Monday – Friday
Employer/Agency	Cinco Ranch Behavioral Health
Address	2717 Commercial Center Blvd. Suite E200
City, State, Zip	Katy, Texas 77494
Contact Person	Phaetra Raney-Semien, CEO Meagan Meyer, Practice Administrator
Telephone Number	281-665-7346
Email Address	phaetra@cincoranchbehavioralhealth.com CC: m.meyer@cincoranchbh.com
Application Method	Email resume
Opening Date	11/12/2018

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mawjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.