**ASSOCIATE RESIDENCY COORDINATOR**

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Job Details

Level;

Experienced

Job Location;

17th Street - New York, NY

Position Type;

Full Time

Education Level;

High School

Salary Range;

$51,000.00 - $52,455.00 Salary/year

Travel Percentage;

Negligible

Job Shift;

Day

Job Category;

Health Care

Description

We are looking for an energetic staff member with good attention to detail to assist in the administration of the 17th Street residency program.  This position offers an excellent opportunity for a recent graduate or experienced office assistant to gain experience in the health field.  The Residency Coordinator will work with a team of staff, including the Residency Director and the Residency Administrator.

The Residency Coordinator will work on both supervised and independent projects and tasks, including:

* Act as a liaison between the Program Director, Residency Administrator, faculty and residents (at both Walton and Harlem) in matters relating to daily functions of the program.
* Develop and distribute schedules and materials pertaining to the operation of the residency, including clinical rotations, meetings, lectures, and trainings.
* Maintain resident clinical schedules and related documentation in relevant systems
* Oversee the timely completion of resident evaluation forms.
* Manage the resident/advisor system to ensure that meetings are held and documentation is complete.
* Assist in the on-boarding credentialing process of Mount Sinai and IFH
* Assist in organizing resident recruitment and orientation for new residents.
* Ensure credentialing documentation for all residents is received and kept updated.
* In consultation with program leadership, complete and submit surveys, questionnaires, and correspondence received pertaining to the residency program.
* Record and distribute meeting minutes

Qualifications

* Bachelor’s Degree preferred
* Residency related experience
* Demonstrated office or other relevant experience
* Excellent project management, multi-tasking, and organizational skills with special attention to detail and follow-through ability
* Excellent written and verbal communication
* Outstanding interpersonal skills
* Ability to work independently and as part of a team
* Excellent computer skills and proficiency with MS Word, PowerPoint, Excel, and Outlook
* Facility with database management

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