**Job Title:** HCF Assistant Manager

**Section:** Healthcare Fund Services

**Reports To:** HCF Services Manager

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to assist the Healthcare Services Manager in the overall functions of the Healthcare Fund Services Section.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Responsible for supervising and managing daily operations of the Healthcare Fund Services Section in the absence of the Healthcare Fund Services Manager.
* Assist Healthcare Fund Manager prepare written materials (e.g. reports, memos, letters) for the purpose of documenting meetings and/or activities, providing written reference, and/or conveying information.
* Responsible for identifying discrepancies or improvements to the Healthcare Fund Rules and Regulations and propose procedures when none exist to follow.
* Assist Healthcare Fund Manager update any of the HCF Section’s forms, policies, internal documents, as required by changes in rules and regulations and/or policies.
* Assist Healthcare Fund Manager in coordinating trainings with SSA and/or MOH staff to ensure the proper implementation of HCF rules and regulations, and other policies.
* Participates and assists in the coordination of HCF outreach meetings, workshops, and/or seminars
* Assist the Healthcare Fund Manager in communicating with insurance providers for the purpose of coordinating benefits for approved NHI-covered off-island referrals.
* Assist Healthcare Fund Manager in writing quarterly newsletter articles for Healthcare Fund Services Section, as well as reviewing the draft and recommending changes.
* Perform other tasks as assigned by the Healthcare Fund Services Manager or the Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

Yes.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must have a Bachelor’s Degree in Business Administration, Accounting, or a related field, with at least two years of work experience. Must be computer literate with knowledge of Excel, Word, and other related office software.

**LANGUAGE SKILLS**

Must have strong writing skills. Must be public oriented, have well-developed oral communication and inter-personal skills. Must read and speak English and Palauan.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.