

Career Ladder Program Administration

Presbyterian Medical Services (PMS) operates over 100 programs across the state. Program Administration offers a career ladder for employees who can enter with a high school diploma and minimal experience and eventually progress to the upper levels of program management. PMS programs include:

- COMMUNITY HEALTH CENTERS
- SENIOR SERVICES
- CHILDREN'S SERVICES
- DEVELOPMENTAL SUPPORT SERVICES

Job Title

Qualifications

Customer Access Representative

- High School Diploma or equivalent
- One year education or experience in business office procedures

Administrative Assistant

- High School Diploma or equivalent
- One year administrative education and/or experience

Lead Customer Access Representative

- High School Diploma or equivalent
- One year experience as a PMS Customer Access Representative

Business Office Supervisor

- Bachelor's degree in Accounting, Business, or a closely related field **OR**
- A combination of relevant education and experience may substitute for degree
- Two years supervisory experience

Fiscal Services Manager I

- Bachelor's degree in Accounting, Business, or a closely related field **OR**
- A combination of relevant education and experience may substitute for degree

Fiscal Services Manager II

- Bachelor's degree in Accounting, Business, or a closely related field **OR**
- A combination of relevant education and experience may substitute for degree
- Three years' related experience

Job Title

Qualifications

Fiscal Services Manager III

- Bachelor's Degree in Accounting, Business, or a closely related field **OR**
- A combination of relevant education and experience may substitute for degree
- Five years' related experience

Assistant Administrator I

- Bachelor's Degree in Health Administration, Public Health, Business Administration, or closely related field **OR**
- A combination of significant and relevant education and/or experience may substitute for degree

Assistant Administrator II

- Bachelor's Degree in Health Care Administration, Public Health, Business Administration, or closely related field **OR**
- A combination of significant and relevant education and/or experience may substitute for degree
- Six months' experience in a responsible management/supervisory position, preferably within the health care or human services field

Administrator I

- Bachelor's Degree in Health Care Administration, Public Health, Business Administration, or closely related field **OR**
- A combination of significant and relevant education and/or experience may substitute for degree
- One year experience in a responsible management/supervisory position, preferably within the health care or human services field

Administrator II

- Bachelor's Degree in Health Administration, Public Health, Business Administration, or closely related field **OR**
- A combination of significant and relevant education and/or experience may substitute for degree
- Two years' experience in a responsible management/supervisory position, preferably within the health care or human services field

Administrator III

- Bachelor's Degree in Health Care Administration, Public Health, Business Administration, or closely related field **OR**
- A combination of significant and relevant education and/or experience may substitute for degree
- Three years' experience in a responsible management/supervisory position, preferably within the health care or human services field



Our purpose is you.

Career Ladder
Program Administration
jobs.pmsnm.org
recruit@pmsnm.org
866-661-5491



Job Title

Qualifications

Administrator IV

- Bachelor's Degree in Health Administration, Public Health, Business Administration, or closely related field **OR**
- A combination of significant and relevant education and/or experience may substitute for degree
- Four years' experience in a responsible management/supervisory position, preferably within the health care or human services field

Health Center Practice Administrator

- Bachelor's Degree in Health Care Administration, Public Health, Business Administration, or closely related field **OR**
- A combination of significant and relevant education and/or experience may substitute for degree
- Five years' experience in a responsible management/supervisory position, preferably within the health care or human services field

Region Director I

- Bachelor's Degree in Health Care Administration, Public Health, Business Administration, or closely related field (Master's degree preferred) **OR**
- A combination of significant and relevant education and/or experience may be substituted on a year-by-year basis for the degree requirement
- Five years' experience in a responsible management/supervisory position, preferably within the health care or human services field

Region Director II

- Bachelor's Degree in Health Care Administration, Public Health, Business Administration, or closely related field (Master's degree preferred) **OR**
- A combination of significant and relevant education and/or experience may be substituted on a year-by-year basis for the degree requirement
- Six years' experience in a responsible management/supervisory position, preferably within the health care or human services field