

Job Title: **PROVINCIAL HEALTH CARE MANAGER**

General Function : Responsible for the overall management of the Provincial Health Care's fund, and achievement of the Health Care's mission of servicing its members to an adequate and comprehensive health care.

Reports to: Provincial Governor & Provincial Administrator, Board of Directors

Minimum Qualifications: Graduate of a four-year course preferably in business management, have a managerial experience for at least two years

**Specific Duties and Responsibilities:**

- Ensures strict implementation of the Implementing Rules & Regulations of the program.
- Promulgate policies and procedures for the smooth operation of the institution; and afterwards, ensure effective implementation and strict compliance of the said policies and programs.
- Directly supervises all departments under him.
- Establish Health Care's goals and objectives in terms of fund generation and recruitment.
- Reviews collection plans and strategies. Formulates strategies to ensure immediate action and relief to the need of its members.
- Monitors resources, funds and operating expenses, to ensure on-going and smooth existence of the program.
- Provides manning relief to ensure continuity, effectiveness and efficiency of services.
- Represents the program in social functions and other business organization in the region as well outside the region when referred.
- Coordinate Health Care program's activities with other private and/or public organizations and institutions.
- Sees to the immediate action on personnel and client's request, complaints and inquiries.
- Conduct regular meetings.
- Endorses organizational changes to optimize human resources and ensure organizational effectiveness.
- Works in close coordination with the Provincial Health Office (PHO) and accredited hospitals with regards to managing customer relationship and service quality.
- Supervises the roving team in their information campaign and recruitment/enrollment of members.
- Performs other duties as may be assigned from time to time by BOD.
- Monitors and ensures that client's problems / complaints are immediately addressed to the BOD and resolved to the client's satisfaction and within the program policies.
- Reviews and checks claims / transactions and documents if such has been in accordance with policies or approving authority.