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# Example of Staff Services Manager Job Description

Our company is searching for experienced candidates for the position of staff services manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for staff services manager

* Responds with urgency to the needs and requests of others, internally and externally and ensure a high degree of responsiveness to all donors without regard to their giving level
* Manages multiple project teams (max approx
* Leader within his/her own product or Domain
* Provides coaching, feedback, developmental opportunities, to directs
* Oversees compliance of monthly Medical Staff committees, Medical Staff meetings and Department staff meetings
* Assists the Medical Staff President preparing correspondences and summarizing recommendations, as relates to his/her Medical staff duties as President, assuring that all deadlines and standards for due process are met
* Provides administrative support services to Medical Staff Officers, as relates to their Medical Staff duties as officers
* Maintains knowledge of Federal and Massachusetts statutes/laws/regulatory agency requirements as they pertain to medical staff office duties
* Supervises Administrative Assistant to the Medical Staff Office, performs annual and ongoing performance evaluations, delegates Medical Staff Office duties
* Manage, develop, implement, maintain and evaluate the credentialing program to ensure initial appointment and subsequent recredentialing of qualified and properly credentialed physicians and other healthcare practitioners to the medical staff, the proper credentialing and ongoing monitoring of all licensed, certified and/or registered individuals providing patient care services

## Qualifications for staff services manager

* CPM and / or CPIM preferred
* CFRE recommended
* Proficiency with a variety of computer applications, including but not limited to MS Office Suite, ECHO
* Communicates effectively and exhibits courteous behavior when dealing with medical staff coordinators, physician and hospital employees served
* Proficient use of computer based medical staff programs, databases and Microsoft office programs
* 5 years experience in the field of medical staff services and/or provider enrollment