



Example of Education Specialist Job Description

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Our company is looking to fill the role of education specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for education specialist

- Assist with re-training schedule to enable employee to achieve skill level defined for position
- Assist with for reviewing, documenting and analyzing revenue cycle operation functions and key performance
- Ensure that the programs follow local educational standards and best practices in an informal science education setting
- Working with the Displays Curator, develops the educational goals assists with the supervision of the guest interactions at the touch pool and within any other "animal ambassador" and/or dive programs
- Transfer knowledge to trainers worldwide on products, training materials, new offerings and delivery methods, and constitute a point-of-contact for product and professional knowledge
- Acting as documentation and coding liaison to clinicians
- Assisting in determining educational needs based on documentation reviews, provider and staff feedback and data analysis (bell curves)
- Preparing reports and communicating results of audits to management, clinicians and committees
- Maintaining a high level of competency related to clinical documentation and coding in assigned specialty and other areas
- Maintaining familiarity with such issues as HCFA E/M Documentation Guidelines, HCFA Teaching Physician Documentation Guidelines and the OIG model compliance plans

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- Valid driver's license and access to a reliable vehicle for transporting materials
 - Effective listening skills and ability to motivate others
 - Minimum of three years experience in community outreach, health care guiding, coaching, and supporting individuals and their families
 - Bachelor's Degree in Health, Adult Education, Psychology, Marketing, Communications, Public Administration or similar
 - Five years' experience as a conference planner or project manager at a university, non-profit or large corporation setting
 - Ability to work independently in a very challenging, high volume setting where deadlines and priorities constantly change