



Job Title: Partner Relations Coordinator (PRC) (Level 3)
Department: PRC
Report to: PRC Leader

Desired Outcomes:

- ▼ Overall weighted survey score at 4.5 or above on the Bi-Annual PRC Survey.
- ▼ Inpatient and ED partner satisfaction score of 3.00 or higher as measured by all coach report card tab for your individual coaches' partners.
- ▼ Deployment Tracker is entered in real-time and is 100% accurate. Tracking the number of errors in each month.
- ▼ Partner measurement data is entered in a timely manner with 100% accuracy. Tracked by the completion timeliness of the monthly measurement spreadsheet updates.
- ▼ Maintain individual deployment at 26 days or greater per month.
- ▼ Travel booked within SG policy or properly documented exceptions as measured by monthly travel audit.
- ▼ Support coach renewal efforts with 100% of budgeted renewal coaching dollars for your AL Coach accounts.
- ▼ Submission of a least one idea into Ideas Express that reduces costs or increased productivity.

Duties and Responsibilities:

- ▼ Calendaring / Outlook
- ▼ Scheduling
- ▼ Relationship Building
- ▼ Assistance with Coach Visit Preparation and Follow-up
- ▼ Deployment Tracking
- ▼ Foundational Knowledge of Partner Measurement Tools
- ▼ Pro-active Reminders / Follow-up
- ▼ Travel
- ▼ E-Rounding
- ▼ Partner Website
- ▼ Operational Review Preparation

Knowledge, Skills and Abilities:

- ▼ Minimum of a Bachelor's degree in Healthcare Administration, Communication, Business or equivalent combination of education and experience required
- ▼ Advanced knowledge of Microsoft Word, Excel and PowerPoint
- ▼ Ability to support and coordinate details for multiple people/departments
- ▼ Ability to provide exceptional customer service to clients
- ▼ Ability to pay close attention to detail
- ▼ Ability to work on multiple projects simultaneously with a high degree of accuracy
- ▼ Ability to read and write the English language with proficiency

Physical Requirements

- ▼ While performing the duties of this job, the employee is regularly required to use hands, and is required to talk and hear.
- ▼ The employee is frequently required to stand, sit, and walk.
- ▼ The employee may occasionally be required to reach with hands and arms.
- ▼ Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.
- ▼ Ability to sit, type, and view a computer screen up to 8 hours at a time
- ▼ Ability to use telephone / headset for up to 8 hours at a time



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: \$30,000 - \$37,000; plus 10% bonus potential

Job Location:

- ▼ Gulf Breeze, Florida
- ▼ Some travel required

Job Status: Non-Exempt

JOB DESCRIPTION RECEIPT

I, _____, received and reviewed the above job description and I agree and understand that I must be able to perform each responsibility set forth above to be employed with Studer Group.

_____ Date: ____/____/____

Please return this signed job description to Human Resources upon acceptance