

PARALEGAL

Job Description

This position is only for those with paralegal background or extensive experience managing legal contracts.

The position is offered by Achieve Services Holdings and Achieve Solutions, LLC, which are healthcare management firms that specialize in a healthcare business management and development solutions for our clients, such as health care systems, pharmacy management companies, IPA and FHQCs, health care networks, and clinical practices. We are subject matter experts in provider and payer network development, with more than 60 years of combined health care administration experience. Primarily, we help our clients attain the greatest return on investment in the health care market place. We do this by developing short and long term commercial and government health care market strategies. Our team consists of health care administrators, health program planners, project managers, and advanced data analysts that provide our clients with tools to enable readiness for payment reform and capitalize on risk sharing/value based arrangements.

ROLES AND RESPONSIBILITIES: You will be responsible for the management of all health care contracts (reviewing complex language and technical terms, as well as, document processing), working with a team of contract negotiators and finance managers to ensure compliance, implementation and outcomes for our clients. You will be drafting, revising, reviewing and negotiating contracts, researching laws and regulations for various jurisdictions, serving as an administrative liaison to coordinate and report work. We seek a team player who can interact well with all organizational levels. **NOTE:** This role requires out of state travel, as needed.

EDUCATION AND/OR EXPERIENCE

- Proficient with Microsoft Office, Outlook, Excel, and other technology used for general paralegal practice
- A self-starter with an ability to manage multiple projects at the same time with little supervision
- Have the ability to work under strict deadlines
- 3 to 5 years experience writing contract language
- Business acumen and excellent understanding of project management
- Strong proofreading skills
- Prefer experience with the health care public policy and regulation
- Bachelor's Degree and Paralegal Certification preferred

REQUIRED SKILLS

- Drafting, revising, reviewing contracts
- Project management and multitasking
- Exemplary written and oral communication skills
- Problem solver and self-starter
- Solutions focused
- Microsoft Suite and Outlook
- Exemplary organizational and prioritizing skills

COMPENSATION: \$60,000 base salary, bonus opportunity, full-time benefits - Health, Dental, Vision, 401k

Job Type: Full-time

Salary: \$60,000.00 /year

EMAIL RESUMES TO : Scott Jones, sjones@achievenursing.com