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LECTURER – MEDICAL BILLING & CODING

JOB DESCRIPTION SUMMARY

Global Edge Training Institute is seeking to recruit an ambitious, well-qualified and enthusiastic academic to teach and supervise students at certificate level. The Medical Billing and Coding lecturer provides instruction in the Billing and Coding Program to ensure that all students achieve competency in the program objectives. The ideal candidate will teach all of the lectures and conduct laboratory practice training.

The key objectives and principal accountabilities for a lecturer are as follows:

- To design and deliver high quality teaching programmes including distance learning delivery.
- To engage in individual and collaborative research activity resulting in high quality outputs
- To play a significant role in organisational activities including departmental administrative duties as required
- To play a role in external engagement and impact by contributing to the quality of life and/or the economy through application of subject expertise and knowledge in practice (i.e. commerce, public institutions, industry, third sector)

JOB DETAILS

Location: Windhoek

Position Type: Full time/Part Time

Supervisor: Head of Academic Affairs & Research

DUTIES & RESPONSIBILITIES

- ✓ Plan, prepare, and deliver quality classroom instruction in lecture, clinical, and/or laboratory format based on the approved course outline by selecting and utilizing a variety of approved course materials and teaching methods that address all learning modalities to ensure that the needs of individual students in the program are met.
 - ✓ Assess student learning using appropriate methods.
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- ✓ Demonstrate effectiveness with strong outcomes in Student Retention, Student Success, and Student Attendance
- ✓ Conduct an engaging classroom lecture and/or lab based on the course outline.
- ✓ Motivate students by demonstrating sensitivity for concerns and actively involving students in classroom discussions and/or activities.
- ✓ Advise students on attendance, grades, and issues in order to ensure successful completion of their course.
- ✓ Contact absentee students by text, email, and/or phone as needed to improve retention.
- ✓ Manage classroom environment through compliance with the institute policies including but not limited to classroom management, attendance, punctuality, and professionalism.
- ✓ Monitor and prepare supplies and equipment to ensure readiness prior to class, informing appropriate administration personnel when areas requiring attention are discovered.
- ✓ Participate in faculty, staff, committee, and in-service meetings. Attendance at commencement is strongly encouraged.
- ✓ Demonstrate professional growth in the subject in which you teach through a combination of several of the following activities: membership and participation educational associations, professional organizations, continuance of education, concurrent related business experience, educational research, and awareness of current practices and standards. Attendance at seminars, conventions, field visits, vendor shows, equipment exhibits, etc., are excellent opportunities for instructors to gain enrichment.
- ✓ Ensure that all educational activities are conducted in a legal and ethical manner.
- ✓ Design and develop own teaching materials, with guidance if required.
- ✓ Supervise the work of students, including field trips / placements where appropriate.
- ✓ Undertake and complete administrative duties required in the professional delivery of teaching.
- ✓ Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- ✓ Excellent command of the English language.
- ✓ Excellent presentation skills, grammar, and spelling.
- ✓ Understanding of good pedagogical approaches to teaching and learning.
- ✓ Ability to create and deliver exciting and innovative teaching experiences and resources.
- ✓ Adaptability to a fast-paced, pressurised, and changing environment.

- ✓ Ability to work a flexible schedule, including weekends as required
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MINIMUM REQUIRED QUALIFICATIONS & EXPERIENCE

- ✓ Bachelor diploma/degree in Medical Micro biology, Health Information Management or any related qualification
 - ✓ Minimum of 2 years' experience in lecturing or facilitation, using multiple learning channels
 - ✓ Hands on knowledge on ICD-10 and CPT is mandatory
 - ✓ Knowledge of Namibia information system will be an added advantage
 - ✓ Familiar with medical billing and coding terminology
 - ✓ Able to teach a minimum of 3 modules in:
 - medical billing and coding
 - Medical statistics
 - Electronic health records related to Namibia
 - ✓ Familiarity with the Academic discourse within the requisite field and related disciplines
 - ✓ Preparation of additional learning content
 - ✓ Working knowledge of video technologies and application software
 - ✓ Working knowledge of the Moodle Learning Management System (LMS)
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APPLICATION

To apply, please e-mail the below documents in a single pdf file to **Ms. Maria Penondadi** at info@globalinsti.com

- A 1 – 2-page statement of interest specifying the relevance of your experience to the Institution
- Curriculum Vitae (CV)
- Names and complete contact information for three references.

Global Edge Training Institute is a welcoming and vibrant community committed to supporting a diverse workforce, and actively seeks applications from women, minorities and other persons from traditionally underrepresented groups. Global Edge Training Institute is an equal opportunity provider and employer. The Institute reserves the right to extend the closing date if deemed necessary and reserves the right to make no appointment.