

Modoc Medical Center

JOB ANNOUNCEMENT

Final Filing Date:

Open Until Filled

Clinic Manager

Full Time

Salary:

\$71,656 - \$108,388.80

Dependent on Experience

Modoc Medical Center is accepting applications for a full-time, benefit-eligible Clinic Manager at our Rural Health Clinic.

Under the supervision of the Chief Nursing Officer (CNO), the Clinic Manager supervises and coordinates activities of office staff, prepares work schedules and expedites work flow. Is responsible for the development and implementation of policies and procedures for the office/clinic. Keeps Clinic Providers informed of both progress and potential problems. Responsible for the direction and evaluation of patient care delivery.

Job Responsibilities include (but not limited to):

- Oversees all Rural Health Clinic operations
- Supervises clinic employees
- Approves all staff time cards; Completes performance evaluations for each staff members
- Counsels employees, develops staff and, as appropriate, utilizes the disciplinary process.
- Coordinates the MMC clinic systems and serves as liaison and coordinator of clinic activities, including professional staff of the clinic with other MMC activities.
- Promotes the clinic services within the community and surrounding areas.
- Is familiar with the medical/legal aspects of clinic operations and assures appropriate completion of required forms. Assures that documentation of care rendered is accomplished according to facility policy.
- Promotes and maintains good working relationships within the department, as well as with other facility departments.
- Promotes the operational efficiency of the clinic service including protocols and systems for patient care management.
- Participates in quality assurance/improvement studies and reports to the QI committee on a regular basis in collaboration with the clinic nursing staff.
- Other duties as assigned

Minimum Qualifications:

- Bachelor's Degree in healthcare administration, business administration or related field preferred
- Previous managerial and supervisory experience; healthcare experience preferred
- Able to communicate in English both verbally and in writing.
- Ability to work with mathematical concepts and apply concepts to practical situations
- Excellent computer skills (Microsoft applications)
- Dependable, good attendance with ability to work with others, at all levels within the organization, and collaborate effectively.
- Above-average interpersonal, problem-solving, and written and oral communication skills.

Application Process:

For an application, apply on-line at www.modocmedicalcenter.org or visit the Modoc Medical Center Human Resource Department. This position is being advertised in-house as well as to the public.

Modoc Medical Center - Human Resource Department - PO Box 190 – Alturas, CA 96101