

JOB TITLE: Medical Clinic Manager  
REPORTS TO: Executive Director  
TYPE: Part Time, Non-Exempt

## JOB DESCRIPTION

**JOB OVERVIEW:** Responsible for providing clinic leadership for clinic personnel and volunteers at all medical clinics and satellite sites as well as planning, development, implementation and evaluation of related services, policies, and procedures. This position requires considerable discretion and initiative. This position will initially be TWO days a week. Hours will increase as the clinic expands.

### GENERAL RESPONSIBILITIES:

- Coordinate general operation of the clinic, monitor and order supply inventory, and maintain clinical equipment in good working order.
- Develop and maintain knowledge of local and regional resources for medical supplies and equipment, manage vendor relationships, negotiate best pricing on expenditures, and assist the Executive Director with planning and management of expenses and supply costs.
- Responsible for management related to clinical issues and implementing policies and protocols.
- Recruit, train, and supervise clinic MA's, staff, and volunteers in Saviehealth's medical clinic settings and address Human Resources issues as needed in conjunction with the Executive Director.
- Provide orientation for new clinical staff and volunteers as needed.
- Evaluate clinical operations and work with the Executive Director and Medical Director to improve systems and procedures to maintain high-quality patient care and efficient operations.
- Report any concerns, ideas for improvement, and facilities or clinic site issues to the Executive Director and assist with remedies as requested.
- Maintain clinic records and work with the Executive Director and Data & EMR Coordinator to maintain a EMR system and optimize it to support funding requests and reporting.
- Develop and maintain knowledge of local and regional resources for specialty care for patients, and communicate with physicians and providers to determine best referral for patients.
- Act as a back-up for MA's and front office staff at medical clinic sites.
- Advocate for Saviehealth and its clinics and patients both internally and externally.
- Perform other duties within scope of the position as assigned by the Executive Director

### EDUCATION AND EXPERIENCE:

- Bilingual **REQUIRED** with ability to read, speak, and write in both Spanish and English
- Minimum of five year's work experience in a clinical setting; supervision experience preferred
- Demonstrates effective communication and interpersonal skills
- Strong decision-making skills, diplomacy, tact, flexibility, and attention to detail.
- Computer aptitude with experience in Electronic Medical Records preferred