



CLINIC MANAGER

POSITION OBJECTIVE/SUMMARY:

The Clinic Manager is responsible for planning, coordinating, directing and monitoring all operational aspects of the clinic.

MINIMUM QUALIFICATIONS/SKILLS REQUIRED FOR THIS POSITION:

- Bachelor's degree preferred with three or more years of health care management experience. Education may be substituted by experience.
- Knowledge of Federal, State and local funding designated for health services.
- Experience working with clients or patients and staff from diverse socio-economic, ethnic and cultural backgrounds.
- Supervisor experience required.
- Bilingual/Bi-cultural (Spanish/English) preferred.
- Experience in Community Health Care Center preferred.
- Proficiency with computer applications such as Microsoft Office Suite.
- Demonstrate Leadership skills of: Critical thinking, Conflict Management, Negotiation and motivation, personnel development, time management and great customer service