

Clinic Manager

Reports to: Hospital Administrator

Employee Classification: Exempt

Hours of Work: Monday through Friday; 6:30-7:00 a.m. to finish, start and stop times during the day flex in line with operations, weekend work as needed

Job Summary: The Clinic Manager plans, organizes, directs and controls the five clinic locations and facilitates management activities to achieve established goals and objectives of the clinic to ensure a smooth and efficient operation and delivery of patient care. The Clinic Manager coordinates scheduling and activities of Providers and office staff at each location. This position keeps the provider(s) informed of both progress and potential problems. The Clinic Manager is accountable for the direction and evaluation of patient care delivery along with the effectiveness and efficiency of the clinic through continuous improvement of processes, outcomes and staff. The individual will direct and evaluate the department's workforce, in terms of staff scheduling and performance. This position is responsible for the development and implementation of policies and procedures for the clinic/s. The Clinic Manager processes, maintains, compiles, and reports information for the clinic for use in finance and quality improvement programs as well as prepares operating budgets.

MINIMUM QUALIFICATIONS

- Associates Degree in Business, Clinical or related field
- Three or more years of health care operations supervisory/management experience and/or three or more years of progressive relevant leadership/management experience or a combination thereof.

PREFERRED QUALIFICATIONS

- Three or more years of experience managing a clinic or department in a healthcare setting.
- Three or more years of experience supervising ten or more employees.
- Bachelor's or Master's degree in health care management, business or related health field

To be considered for this position, print and complete the Application for Employment located at <http://www.amhne.org/Jobs.html> or contact Susan Finochiaro, hr@amhne.org, Human Resources, Antelope Memorial Hospital, 102 W 9th St., Neligh NE 68756, 402-887-4151 for an application.