

CLINIC MANAGER- FULL TIME

Native American Community Clinic
1213 E. Franklin Ave.
Minneapolis MN 55404
Phone: 612-872-8086 Fax: 612-872-8547
www.nacc-healthcare.org

ORGANIZATION SUMMARY

The mission of the Native American Community Clinic is to promote wellness of body, mind and spirit; and health maintenance in Native American families; to decrease health disparities in Native Americans in the metropolitan area; and to provide care regardless of ability to pay. The Native American Community Clinic provides medical, dental mental health and community health care.

JOB SUMMARY

The Clinic Manager directs, supervises, and coordinates the overall medical clinic operations. The Clinic Manager participates in the development and implementation of clinical, administrative, and quality improvement policies and procedures. This position reports to the Medical Director.

ESSENTIAL FUNCTIONS

1. Serves on management team and shares responsibility for overall fiscal, medical, and administrative stewardship of the organization, including compliance, risk management, and quality improvement programs. Participates in development of long-range strategic planning and objectives for practice management.
2. Assures functional operations that support the day to day delivery of efficient and effective patient care. Works with staff to achieve quality and productivity benchmarks.
3. Coordinates and delegates management of physical facility. Resolves problems related to staffing, utilization of facilities, equipment, and supplies for the organization
4. Responsible for hiring, training, and supervision of medical support staff –Nursing Supervisor, Medical Records, Registration, Case Managers, Patient Advocate, Health Educators, and Administrative Assistant. Serves as human resources coordinator for medical clinic
5. Implements organizational policies and procedures; participates in development and revision of policies as needed
6. Participates in planning and implementation of transition to Electronic Medical Records
7. Participates in planning, training, and certification process for Health Care Home
8. Undertakes special projects as directed

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and experience with human resource management
2. Ability to be an effective leader of diverse individuals in a changing environment
3. Familiarity with governmental regulation, risk management principles, compliance requirements and clinic revenue cycle.

4. Skill in planning, organizing, prioritizing, delegating and supervising in fast paced environment
5. Skill in exercising initiative, judgment, problem-solving, decision-making
6. Proficient with Microsoft Office Suite.
7. Excellent written and verbal communication skills

TRAINING AND EDUCATION

1. Bachelor's Degree in clinical or related field
2. Three or more years of experience in health care clinic, preferably community health
3. Management and supervisory experience required
4. Experience with Electronic Medical Records preferred
5. Registered Nurse desired

OTHER

Native Americans are encouraged to apply. Applications accepted until September 26, 2011.

HOW TO APPLY:

Please email cover letter and resume to Dr. Kari Rabie, Medical Director at krabie@nacc-healthcare.org.