



## CLINIC MANAGER Full-Time

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|-------------------------------|--|----------------------|---------------------|------------------------|---------------------|
| <b>Posting Number:</b>        | HR052141   | <b>Posting Date:</b> | January 31, 2024    | <b>Date Available:</b> | Immediately         |
| <b>Position Summary:</b>      | The Three Rivers Family Medicine Clinic Manager has primary responsibility for all aspects of the daily operations and general management of the Rural Health Clinic. Responsible for strategic planning, coordination of daily operations, and supervision of nursing, clerical, and office staff to ensure delivery of quality patient care. Requires collaborating with other management personnel to allocate and assign duties to employees and monitor activities and operations of the practice components to ensure the practice meets all objectives and budgetary targets. TRFM services include Family Practice, Urgent Care, Gynecology, Orthopedics and General Surgery.  |                      |                     |                        |                     |
| <b>Essential Job Duties:</b>  | The Clinic Manager must portray a professional appearance with dress attire and image. Business casual is the expectation for dress. Must build a good rapport with the providers in the clinic, as well as external contacts and services for the clinic. Assures that the daily processes and workflows support the care of patients, clinical staff, and medical providers. Provides direct supervision to all nursing support and office support staff. Works closely with the hospital's surgery manager and department by providing clear communication from the clinic to coordinate surgery setups for patients as needed. Prepares the clinic's annual budgets and reports with support from the hospital CFO. Responsible for implementing and updating clinic policies and procedures. Administers a quality assurance program of the clinic. Assures that all clinical staff remain appropriately credentialed and professionally licensed, as applicable. Supports the vision, mission and values of the hospital and follows all policies and procedures. Participates in leadership council meetings, and committees that oversee quality and/or safety, and participates with provider medical staff meetings. Assures patient confidentiality throughout the practices of the clinic. Communicates with the hospital pharmacy for appropriate medication inventory and needs. Other duties as required. |                      |                     |                        |                     |
| <b>Qualifications:</b>        | The Clinic Manager position requires strong leadership skills, great communication skills, and professional interpersonal skills. Having good time management efficiency abilities is important. Proficiency with technical and computer skills is required. At least two years' experience in medical clinic administration and a minimum of four years of supervisory experience is preferred. A bachelor's degree in healthcare administration, business administration or related field is desired; however, this may be waived in exchange for years of experience in a supervisory medical services position. High school diploma is required.   |                      |                     |                        |                     |
| <b>Position Wage Range:</b>   | MIN:   | \$35.51              | MAX:                | \$48.95                | Sign-on Bonus: None |
| <b>Schedule:</b>              | Days:  | Monday - Friday      |                     | Hours:                 | 8:30 am – 5:00 pm   |
| <b>Department/FTE:</b>        | Three Rivers Family Medicine (Clinic)  | FTE:                 | 1.00; 40 hours/week | Benefit eligible?      | YES                 |
| <b>Benefit Summary:</b>       | <i>Benefits include Group Medical (employee's premium is paid by the hospital); voluntary plans for Dental &amp; Vision offered. Dependent coverage is also available. Employer paid basic plans for Life, Long-Term Disability, &amp; Short-Term Disability with buyup options available. Voluntary Life with guaranteed issue. A Flexible Spending Account (FSA) plan is offered. A complimentary 24/7 Employee Assistance Program (EAP) for all staff is available. <b>Insurance benefits are effective the first of the month following hire date.</b></i>   |                      |                     |                        |                     |
| <b>Physical Requirements:</b> | Please see full Job Description in Human Resources   |                      |                     |                        |                     |

| INTERESTED CANDIDATES – PLEASE APPLY                           |   | HR USE ONLY |  |
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| <b>MAIL OR APPLY IN-PERSON:</b>                                | Three Rivers Hospital<br>Human Resources Department<br>PO Box 577<br>507 Hospital Way<br>Brewster, WA 98812<br>(509) 689-2517 |             |  |
| <b>APPLY ONLINE:</b>   | <a href="http://www.threerivershospital.net">www.threerivershospital.net</a>  |             |  |
| <b>HR CONTACT EMAIL:</b>                                       | <a href="mailto:opportunity@trhospital.net">opportunity@trhospital.net</a>  |             |  |
| <i>Three Rivers Hospital is an equal opportunity employer.</i> |   |             |  |