



#### Job description:

This position is responsible for an array of activities related to patient communication, effective management staff schedules, ordering all clinic supplies and maintaining effective clinic flow. You should be able to work in a fast-paced environment and demonstrate exceptional multitasking abilities, and organizational skills.

#### Position Responsibilities include but are not limited to:

- Overseeing the duties and functions of the clinic and ensuring that they are carried out with accuracy, timeliness, and confidentiality.
- Overseeing the input of patient data and maintaining the patient appointment system; monitoring the waiting room area, evaluating patient satisfaction; and ensuring appropriate staffing for all functions.
- Coordinate office functions to ensure quality patient care.
- Be available to patients who want to set up payment arrangements, pay bills, or have complaints.
- Will be responsible for maintaining a clean and welcoming clinic environment for patients.
- Order and maintain all clinic supplies.
- Receive and follow up with clinic issues or concerns, utilizing the direction of direct supervisor as needed.
- The Clinic Manager will exhibit professional behavior in all facets of work at the CHC.
- The Clinic Manager will exhibit teamwork with all CHC staff.
- The Clinic Manager will understand and model the mission of the CHC.

#### Qualifications, Education and Experience

- High school diploma or GED
- CPR Certification
- Basic computer and data entry skills.
- Bilingual Preferred