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## **Clinic Director Job Description:**

The Clinic Director will oversee and coordinate Patient Services and Operations in our Warner Robins location. The Clinic Director will offer leadership to staff, manage office procedures, and expand that location's impact. They will represent Caring Solutions at community events in addition to welcoming partners in for tours and involvement opportunities. This is a part-time position of 25 hours per week.

## **Clinic Director Main Job Responsibilities:**

- Provide oversight of all non-medical staff at that location
- Administrate the patient schedule, staff schedules, and front office
- Become proficient in our Electronic Medical Record system and submit monthly statistics
- Oversee building maintenance, safety, and patient privacy
- Offer tours of that location to the community

## **Education/Experience:**

- Previous management experience strongly preferred
- A minimum of a Bachelor's degree required

## **Qualifications:**

- Agrees to our Statement of Faith and Commitment of Care and Competence
- A "team-mindset" to contribute to and benefit from working together in order to fulfill the organization's mission
- Strong and servant leadership skills required
- Strong written and verbal communication skills
- Strong administrative skills in addition to proficiency in Microsoft Office programs
- Ability to take initiative and be proactive
- Able to work with minimal supervision
- Ability to organize and prioritize work and manage multiple tasks in a collaborative setting

**Please submit cover letter and resume to:**

[info@caringsolutionspc.com](mailto:info@caringsolutionspc.com)