

**Job Title:** Operations Manager

**Position Description:**

Are you poised for a transformative role that anchors the growth and development of a community health center? We invite you to apply as our Operations Manager. As an individual with a seasoned background and a track record of operational excellence, your role will be instrumental in advancing our part-time clinic to a comprehensive community health center, encompassing a broad spectrum of nonprofit services like primary medical care, dental, mental health, wellness, social services, and remote care.

Your leadership will be key in ensuring the seamless transition of our existing services. Your role will not only ensure the operational efficiency and financial success of our center but also resonate with our primary mission - to deliver affordable, quality healthcare to everyone.

**Key Responsibilities:**

Operational Management: Oversee the day-to-day operations of the health center, ensuring services are delivered efficiently and effectively.

Staff Management: Responsible for staff scheduling, training and performance evaluation.

Quality Improvement and Risk Management: Coordinate with clinical teams to initiate and execute quality improvement measures, ensuring adherence to healthcare standards.

HR and Compliance Management: Play an active role in staff recruitment, benefits, and ensuring HR and policy compliance.

IT Management: Responsible for training and supporting staff to use the Clinic's software programs.

**Skills and Experience:**

- A commitment to our Clinic's mission.
- Bachelor's degree in Healthcare Administration, Business Administration, or equivalent experience.
- At least 3 years of experience in healthcare operations
- A verifiable history of leading teams and managing healthcare operations.
- Organizational, communication, and interpersonal skills.
- A focus on delivering quality care to underserved communities.
- Ability to prioritize tasks adeptly, work both autonomously and collaboratively.
- Technological proficiency, in use of computer systems and applications, notably in Zoom, Office, Google Drive, and electronic health records.

**Work Schedule:** Opportunity for part time or full time employment

**Compensation:** Competitive, with paid time off and additional benefits. We are an equal opportunity and at-will employer.

**Covid-19 Information:** The Knox Clinic is committed to keeping their staff, volunteers, and patients safe and healthy. Certain vaccinations including Covid-19 vaccination is required for all staff and volunteers.

**Please submit a cover letter and resume to:** Executive Director Meredith Batley via email at [meredith@knoxclinic.org](mailto:meredith@knoxclinic.org)