

### Summary Statement:

Venice Family Clinic is a nonprofit community health center celebrating 50 years of delivering quality primary care to people in need. We provide vital and comprehensive health care services to nearly 28,000 people each year, regardless of their income, insurance or immigration status. We are a Federally Qualified Health Center providing services to individuals and families who are uninsured, low-income and experiencing homelessness who might otherwise go without critically needed health care. Our history is rooted in Venice, but our footprint, impact, and ambitions are more expansive than ever. Visit [venicefamilyclinic.org](http://venicefamilyclinic.org) to learn more about us.

### Duties and Tasks:

The Site Manager oversees daily clinic operations at one or more VFC site(s), ensuring efficient and high quality operations and services. The Site Manager has overall responsibility for each site to ensure efficient coordination, management of workflow, efficient implementation of new services, and management of operations staff as prescribed by VFC's protocols, policies, and procedures. The Site Manager partners with the Clinical Site Director to share operational leadership decisions to ensure delivery of high quality care. S/he provides supervision and oversees the hiring and training of direct reports, which include front desk registration and care coordinator staff. S/he ensures program goals are met and works collaboratively with others, including program managers, clinical and operations leadership and the quality improvement team to improve systems and processes. The Site Manager reports to the Director of Clinical Operations. The Site manager supports compliance activities and ensure compliance with policy and procedures. The Site Manager responds to complaints and grievances. He/she is responsible for supervising and training staff.

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