



Job Posting

Title: Clinic Administrator

Base Salary Range: \$83,000 - \$87,000 plus benefits

FTE: Full-time, Exempt

Our Mission: The Mission of South Central Family Health Center is to improve the quality of life for the diverse Community of inner city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

General Summary: The Clinic Administrator is responsible for managing the day-to-day functioning of activities for all clinics. This includes the management of a team of Patient Services Representatives Supervisors and Managers, as well as, Patient Services Representatives, and Cal Center Operators. The Clinic Administrator is responsible for overseeing employees and delegating work tasks throughout the clinic to ensure that the tasks are completed properly, in a timely manner, within budget and in compliance with quality and regulatory standards.

- Efficiently utilizes personnel resources to plan, organize, and coordinate the daily activities for each clinic.
- Resolves patient complaints and concerns accordingly.
- Respond to patient grievances.
- Responsible for selecting, orienting, training and disciplining staff.
- Monitor clinic flow and works with various departments to ensure patient flow.
- Supervise Clinic Managers and assist with implementation of clinic policies and procedures.
- Assist with onsite required trainings to meet audit requirements.
- Assist with training of Patient Services Manager, Clinic Manager, Front Desk, Benefits Counselors, Patient Service Center, and Telephone Operators.
- Act as a liaison on behalf of the COO with Chief Medical Officer, Clinical Director, Clinic Managers, Facilities Manager, and other members of the clinic staff.
- Track monthly productivity to meet financial goals.
- Coordinates all clinic operations events with various department.
- Responsible for all aspects of facility quality reviews including but not limited to audits, monthly safety reviews and chart reviews.
- Responsible for establishing productivity standards of the clinics.
- Maintain all Federal HRSA, State and County Health Departments, and all other governmental and public/private audit requirements.

Qualifications:

- Bachelor's degree required.
- Demonstrate knowledge of safety, infection control & emergency policies and procedures.
- Require knowledge of office equipment, medical terminology, customer service, and some medical billing experience.
- Three (3) years of clinical experience with primary health care clinic, FQHCs, and preferred.
- Must have a minimum of 5 years' experience in Quality Plans, Safety & Risk and medical coding.
- Must have a minimum of 3 years' supervision experience.
- Preferred experience with OSHA Safety/Environmental guidelines and regulations.



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- Must be able to communicate effectively, in English/Spanish both verbally and written.

Top benefits or perks: As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health Care, Dental, Life Insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company.

Contact/application information:

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>