

At Saban we believe in the employee experience, and know you are the heart of our business! Work shouldn't consume your life, we believe in **Work-Life-Balance** and strive for **flexibility** through various **company perks**.

Benefits and Perks:

- Free Medical coverage options We cover all out of pocket expenses!
- Chiropractor/Acupuncture covered at 100% in-network
- HMO and PPO Dental coverage options
- Vision
- Quarterly Incentive Bonus Program
- 403(b) retirement plans with employer matching
- Generous paid time off including 1-Week Holiday closure for Christmas & New Years!
- Competitive Wages & Annual Merit Increase

Duties and Responsibilities:

- Develop and monitor program goals and objectives, including outreach numbers, and referrals from outreach to clinical services.
- Responsible for creating, updating and maintaining policies and procedures related to clinical operations.
- Collaborate with Nurse Managers and Clinical leads
- Responsible for ensuring compliance with rules and regulations that impact clinic operations, including participation in audits and the development and implementation of Corrective Action Plans.
- Collaborate with other management to develop program and organizational goals and budgets.
- Track and approve operational expenses within budget guidelines.
- Provide oversight and leadership for operational improvement projects.
- Participate in the formulation of clinic objectives, policies and procedures, working closely with members of the Clinical Management team.
- Evaluate processes and systems of clinic in accordance with clinic policies and procedures.
- Collect, organize and summarize data for performance measurement, internal and external reporting and decision-making.
- Keep up to date with government rules and regulations, changes in reimbursement, changes in the local market, and other key factors impacting the Clinic.
- Represent SCC in external committees and/or collaborations as necessary.

Supervision and Training

- Directly supervises Front Line Supervisors, Health Information Manager, Outreach and Eligibility Manager, Clinical Operations Managers and Call Center Manager.
- Completes subordinates performance evaluations in a timely manner.
- Ensure communication of goals, objectives, policies, and procedures both up and down the chain of command through meetings, huddles and other forms of communication.

- In coordination with HR, ensure compliance for all staff for required training related to clinical operations compliance.

Position Requirements:

- Undergraduate degree in Business or Health Administration or related field or 10 years experience in Healthcare Administration.
- Prior experience managing medical practices in a community clinic setting preferred.
- Strong leadership, delegation and communication skills.
- Familiarity with quality and process improvement methodology, such as Lean
- Knowledge of regulatory environment; of Federal, State, County, and City health care programs in primary care setting.
- Ability to accurately and efficiently use Health Information Technology (HIT) Systems, including running reports. Familiarity with Epic EMR system is preferred.
- Ability to identify and solve problems, assess situations and opportunities, and think critically
- Project management experience
- Effectively interact with people and develop positive relationships while being tactful, respectful, and direct in communication.
- Excellent verbal and written communication skills.
- Ability to work flexible and extended hours and travel between sites as needed.
- Proficient with Microsoft Office, which should include Word, Excel, Outlook, and Power Point.
- Covid-19 vaccination required as a condition of employment as required by State law. Medical and religious exemptions may apply.

About Us:

The Saban Community Clinic was founded in 1967 on the principle that healthcare is a right, not a privilege. It is our mission provide affordable quality Whole Person Care to everyone regardless of income or immigration status in a caring environment. This includes medical, behavioral health and dental care.

Saban Community Clinic values the diversity of the people it hires and serves. Diversity at Saban means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, gender identity, sexual orientation or disability.

Our impact continues to grow. Come join our dynamic team to help build healthier communities and make a difference in our patient's lives!