



# Arroyo Vista Family Health Center

**Position Title:** Supervisor of Clinic Operations

**Salary Range:** \$68,640.00 - \$70,000.00 Annually

**Summary:**

Under the supervision of the Manager of Clinic Operations, the supervisor is responsible for the supervision of the clinic coordinators and department leads at all agency health center sites and assist the Manager of Clinic Operation and Director of Clinic Operations in the management of the Agency's operations to include Medical Reception, Call Center, Optometry, Dental, Radiology, Ultrasound, Health Information Management and Mammogram Department. Monitors operating procedures and ensures agency policies and procedures are followed.

**Duties and Responsibilities:**

- In conjunction with the Manager of Clinic Operations, the Supervisor of Clinic Operations is responsible for the supervision of the Clinic Coordinator, medical receptionists, Call Center Medical Receptionist, and other department support staff.
- Responsible for overseeing Medical Reception staff shift schedule and completion of Medical Reception Saturday shift rotations.
- Responsible for assisting in ensuring efficient patient flow throughout the clinic, managing appointment scheduling, and optimizing utilization of resources.

**Requirements:**

1. Bachelor's Degree with Minimum two (2) years of experience in the healthcare field to include supervisory leadership experience preferred.
2. Associate degree with three (3) years' experience in the healthcare field to include supervisory leadership experience.
3. Bilingual English/Spanish.
4. Computer literate in Microsoft Office.
5. Ability to work with the Agency's Practice Management System and Electronic Health Records (EHR).
6. Current California driver license, current California automobile insurance and access to an automobile.