



Clinic Manager

QueensCare Family Clinics is a creative, forward-looking non-profit organization of six clinics, operating as a Federally Qualified Health Center dedicated to serving low-income families in Hollywood, central and east Los Angeles. We are committed to providing high-quality care and offer numerous services including pediatrics, family medicine, ob-gyn, dentistry, optometry and health education.

We are seeking a Clinic Manager to provide professional medical services to one of our six clinics. The ideal candidate must have exceptional communication and analytical skills to support the Clinic Operations Director in managing a fast-paced work environment.

Qualifications:

- Managerial and supervisory experience required
- Must have strong analytical and problem solving abilities
- Excellent interpersonal communication skills
- Leadership skills to provide direction to the clinic and inspire others
- Proficient with various computer applications such as MS Word and Excel
- Bachelor's Degree from a 4-year college or university
- Ability to work independently and exercise sound judgment
- Ability to manage time efficiently and follow through on duties to completion.
- Minimum three years of supervisory experience managing a healthcare facility preferred
- Medical Assistant background preferred

Salary/Benefits:

We offer a competitive compensation, benefits and retirement package.

Contact:

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