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## **Clinic Director Job Description:**

The Clinic Director will oversee Patient Services and Operations in our Warner Robins location. The Clinic Director will offer leadership to staff, provide excellent patient care, oversee the GPS Program, and expand that location's impact. They will represent Caring Solutions at community events in addition to welcoming partners in for tours and involvement opportunities. This is a full-time position that will primarily serve in Warner Robins but will work some weekly in Macon as well.

## **Clinic Director Main Job Responsibilities:**

- Oversee and train all non-medical staff in WR
- Oversee the patient schedule, staff schedules, and front office operations in WR
- Become proficient in our Electronic Medical Record system and assist staff with accurate charting
- Oversee patient privacy in WR
- Offer tours to the WR community
- Look for ways to increase marketing efforts for patients and donors

## **Education/Experience:**

- Previous management experience or case management strongly preferred
- A minimum of a Bachelor's degree required

## **Qualifications:**

- Agrees to our Statement of Faith and Commitment of Care and Competence
- A "team-mindset" to contribute to and benefit from working together in order to fulfill the organization's mission
- Strong and servant leadership skills required
- Strong written and verbal communication skills
- Strong administrative skills in addition to proficiency in Microsoft Office programs
- Ability to take initiative and be proactive
- Able to work with minimal supervision
- Ability to organize and prioritize work and manage multiple tasks in a collaborative setting

## **Physical Requirements:**

- Lift and carry items up to 25lbs
- Ascending and descending stairs and ladders, repetitive hand movements, standing, walking, sitting, squatting, kneeling
- Ability to drive to different locations

**Please submit cover letter and resume to:**  
[info@caringsolutionspc.com](mailto:info@caringsolutionspc.com)