



Assistant Director

The Assistant Director will serve as an extension of and support to the Executive Director for oversight of operations in the Macon, Warner Robins, and Milledgeville offices. This position will offer leadership through project management, administration, scheduling, and general oversight. The position is available as full-time and will work primarily from the Macon office with travel to the other facilities as needed.

Main Assistant Director Job Responsibilities:

- Serve as primary source of leadership for patient care and operations
- Administrate HR maintenance and processes
- Coordinate the clinic and program staff schedules
- Coordinate all staff trainings
- Supervise the orientation process for new hires and volunteers
- Maintain accreditation compliance requirements
- Coordinate projects as needed
- Assist with development and outreach needs and projects

Qualifications:

- Agrees to our Statement of Faith and Commitment of Care and Competence
- Passion for this work and a "whatever it takes" attitude to see it advance
- Significant leadership experience preferred
- Significant business, human resources, or medical office administration experience required
- A "team-mindset" to contribute to and benefit from working together in order to fulfill the mission
- Strong servant leadership skills
- Ability to coordinate multiple projects at once
- Functions proactively rather than reactively
- Strong written and verbal communication skills
- Strong administrative skills in addition to proficiency in Microsoft Office programs
- Ability to take initiative, be proactive, and problem solve
- Ability to organize, prioritize, and manage multiple tasks in a collaborative setting
- Able to work independently and with light supervision
- Must have a minimum of a bachelor's degree

Physical Requirements:

- Frequent use of computer with long periods of sitting, operating keyboard, and telephone use
- Lift and carry items up to 25lbs
- Ascending and descending stairs, repetitive hand movements, standing, walking, sitting, squatting, kneeling
- Ability to drive to different locations
- Ability to move quickly between multiple offices

Please Submit Cover Letter and Resume To:
info@caringsolutionspc.com