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Clinical Services Manager

Manages and coordinates the operations and compliance requirements of the medical department of Caring Solutions of Central Georgia by performing the following duties personally or through delegated personnel following the ANA Code of Ethics.

Main Responsibilities include the following. Other duties may be assigned.

- Orients new personnel and assures that training and education needs of personnel are met
- Coordinates the activities and work assignments of medical and support services personnel
- Assists the Nurse Practitioners in expanding medical care and services
- Observes nursing care and serves patients to ensure that nursing care is carried out as directed and treatment is administered in accordance with the Medical Director's standing orders and the organization's policies and procedures
- Works in conjunction with the physician(s), nurses, and consultants to ensure that patients are receiving the best medical, nursing, and psychosocial care possible
- Become proficient in knowledge of nursing methods, principles, and best practices regarding: the prevention and treatment of disease; safety and infection control; clinical systems; and supplies and equipment
- Becomes proficient in knowledge of AAAHC compliance requirements, oversees accreditation administration, and ensures that compliance measures are implemented and maintained
- Oversees administration of medical accreditation requirements
- Maintains medical policies and procedures
- Participates in the development and modifications of the organization's programs
- Assist with implementation of services build outs and enhancements to ensure that appropriate reports, patient forms, compliance measures, and procedures are in place
- Oversee EMR maintenance
- Administrates appropriate medical and compliance committees
- Oversees the ordering of medical supplies
- Investigates and resolves patient and staff complaints and refers unusual problems to the COO and Director of Clinical Services as appropriate
- Offers direct patient care including pregnancy testing, limited obstetrical ultrasound, STI testing, nurse consultation, patient education, appropriate referrals, and personalized follow-up care

Education/Experience:

- Must have and maintain current certification and unencumbered license to serve as a Registered Nurse in Georgia
- Must have and maintain CPR certification
- Experience in Women's Health preferred

Qualifications:

- Agreement with our Statement of Faith and Commitment of Care and Competence
- Desire to work within a Christian ministry setting
- Passion for this work and a “whatever it takes” attitude to see it advance
- A “team-mindset” to contribute to and benefit from working together in order to fulfill the mission
- Strong interpersonal skills (highly effective in working with people in a caring, gentle and motivational manner)
- Strong servant leadership skills
- Strong administrative skills in addition to proficiency in Microsoft Office programs
- Ability to take initiative, be proactive, and problem solve quickly
- Ability to organize, prioritize, and manage multiple tasks in a collaborative setting

Please Submit Cover Letter and Resume To:

info@caringsolutionspc.com