

ILLINOIS FAMILY PLANNING CENTERS CLINICAL MANAGER

This position will oversee, plan, direct and coordinate various aspects in Indiana Family Health Council operated Illinois Family Planning Centers including a mobile health unit. The successful manager must be on top of current laws and regulations that govern Title X clinics and ensure clinics are operating in compliance with existing laws and regulations. The position is also responsible for recruiting, training, and supervising staff members.

Location: Position to be located in either Danville or Charleston, Illinois

Duties and Responsibilities

- Oversee administrative staff and daily clinical office operations
- Ensure accurate and on-time submittals of employee timesheets of their local office
- Act as liaison between IFHC clinics and central office
- Assist with Human Resources functions
- Manage office supplies budget and purchase orders of their local office
- Implement procedures to improve office performance (i.e. minimize session cancellations, minimize staff turnover)
- Maintain client and employee privacy in accordance with IFHC policy and HIPAA regulations
- Attend required trainings and meetings
- Hold quarterly coaching sessions and annual performance reviews with direct reports
- Provide marketing and outreach support for the office in coordination with IFHC central office
- Must keep abreast of changing organizational needs as it relates to business systems, legal practices, HIPAA compliance, and technology
- Meet weekly with President/CEO and CFO/COO to review monthly goals that are in line with the quarterly goals set by IFHC
- Operate mobile health unit when needed
- Manage 340B operations
- Travel required both in state and out of state

Required Education

Bachelor's degree in health administration, nursing, business administration, or health management is required. Master's degree preferred. Minimum 5 years' experience in related field.

Required Skills

Must possess strong analytical capabilities to fully understand existing healthcare laws and regulations and to adapt to new ones. Must be able to communicate effectively. Must have a very detail oriented mindset as organizing and maintaining schedules and billing information. Possess a high degree of technical aptitude to keep current on healthcare advances in technology. Ability to oversee daily operations across multiple locations.

Send resumes and cover letters to: info@ifhc.org