**CLINICAL OPERATIONS MANAGER**

This position will oversee, plan, direct and coordinate various aspects in Indiana Family Planning Centers located in Grant, Henry and Marion Counties. 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 and new clients.

**Duties and Responsibilities**

* Oversee administrative staff and daily clinical offices in Grant, Henry, and Marion Counties
* Ensure accurate and on-time submittals of employee timesheets
* Act as liaison between Indiana Family Planning Centers and Indiana Family Health Council
* Assist with Human Resources functions
* Manage office supplies and purchase orders of clinics
* Implement procedures to improve office performance (i.e. minimize session cancellations, minimize staff turnover)
* Maintain client and employee privacy in accordance with INFPC policy and HIPAA regulations
* Attend required trainings and meetings
* Provide marketing and outreach 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
* Manage 340B operations
* Ability to travel to clinic locations on a regular basis.
* Other Duties as Assigned

**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 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.

This position reports to the CFO/COO

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