



JOB OPPORTUNITY

Position: Clinic Manager
Job Type: Administrative and Clinical
Schedule: Full-Time w/Benefits
Location: Yakima, Washington
Salary: \$65,000-\$75,000 annually DOE
Req'd Travel: Yes – Initial training in Renton and Tacoma with occasional travel to both after.

**Align your pro-abortion values with your work. Join a dedicated staff in patient-centered care.
Live in the sunniest city in Washington State.**

Cedar River Clinics, a Feminist run organization committed to making a difference in the lives of patients by providing abortion and other reproductive health services, seeks a highly motivated pro-choice Clinic Manager with a proven track record to join us. The Clinic Manager oversees clinical staff, clinic flow, patient relations, and community outreach.

RESPONSIBILITIES:

Clinic Flow

- Develop effective and efficient clinic staffing schedules that are sensitive to productivity, clinic flow, physician needs, and patient and staff requirements.
- Work in the clinic to monitor staff's compliance with regulations, procedures, patient information and education, and clinic protocols.
- Arrange coverage for staff due to absences.
- Review patient scheduling regularly.
- Facilitate regular staff meetings at a designated frequency.
- Monitors and maintains compliance with regulatory and accrediting body standards.

Patient Relations

- Provide conflict resolution with patients or their partners -- either in person or on the phone.
- Provide conflict resolution with other healthcare providers.

Personnel

- Recruit, interview, and fill staff positions.
- Interview, and with development director, integrate selected volunteers into identified areas of need.
- Provide conflict resolution:
 - Assist in maintaining open communication and smooth working relationships among clinic staff.
 - Make decisions when different areas of the clinic have conflicting goals and views on how to handle a situation.
- Issue warnings, disciplinary actions, make probation agreements with employees. Termination of employees, conduct exit interviews and document.
- Conduct periodic performance evaluations for staff and document.

- Report problems to the Director of Operations after reviewing all personnel interviews and performance evaluations for accuracy, objectivity and potential legal problems; Notify Human Resources of employee personnel actions.
- Notify Human Resources of terminations, leaves of absence, changes of position, salary, employment status, and changes of address and phone number.
- Recognition of staff for patient compliments and employment anniversaries.

Staff Relations

- Communicate with administration and staff in a timely manner regarding changes, concerns, and problems.
- Encourage communication within structure guidelines -- especially for problem solving.
- Encourage, seek, and utilize input from staff.
- Delegate authority as needed
- Provide training as needed.

Payroll

- Review time cards, time sheets, and attendance for accuracy and needed cost allocation revisions.
- Review time off requests and excuse or deny them based on clinic needs.
- Approve waiver of lunch breaks, overtime work, or paid time for travel, conferences, or training prior to the occurrence and in accordance with policies and guidelines.

Budgeting and Purchasing

- Work within a specified operating budgets and cash availability.
- Notify administration when problems are predicted.
- Report ideas to administration on how to decrease costs and increase efficiency.
- Approve office supply ordering and monitors receiving according to purchasing procedures.
- Follow all purchasing and receiving procedures.

Daily Recordkeeping and Business Administration Functions

- Oversee and participate in completion of business administrative functions such as bank deposits, mail handling, inventory control, keys and security, etc.
- Communicate with administration to ensure adherence to administrative policies and procedures.

Community Relations

- Represents the clinic at professional meetings.
- Performs practice promotions and community outreach.
- Maintains professional relationships with vendors, police, and medical professionals as needed.
- Coordinate small clinic and staff events.

Other Duties

- Be liaison for security company and guards.
- Supports Operations and QARM practices to assure compliance is maintained as required by Federal, State, and local laws, and accreditation standards.
- Respond to or delegate the handling of problems with building maintenance and cleanliness and with equipment maintenance.
- Periodically review all clinic areas for proper dissemination of information, and proper documentation according to clinic procedures and law.
- Collaborate with leadership to improve and develop new processes and programs.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in related field OR related experience.
- Prior supervisory experience required.
- RN or APC with sedation experience preferred but not required.
- Previous administrative or clinical experience in an abortion clinic preferred but not required.
- Experience coordinating or participating in community events.
- Experience/comfort speaking to groups of all sizes.
- Strong organizational skills.
- Working knowledge of Microsoft Suites.

SKILLS:

- Excellent interpersonal skills: the ability to interact with diverse audiences, listen thoughtfully, and engage people in our mission.
- Ability to establish and maintain effective working relationships with employees, community groups, and the public .
- Ability to communicate effectively and professionally – written and orally
- Excellent writing and editing skills.
- Highly detail oriented and ability to problem solve.
- Ability to work independently, prioritize and perform multiple tasks under pressure.
- Ability to evaluate priorities and make sound decisions.
- Ability to maintain internal and external confidentiality.
- Possess a strong commitment to feminist healthcare and reproductive and LGBTQ rights.

TO APPLY:

To be considered for a position you must include a cover letter which includes:

- **A statement of your view on being pro-choice**
- **A statement on specifically why you would like to work for Cedar River Clinics**

Send cover letter, resume, three professional references, and two writing samples (fundraising appeal letter and a sample of newsletter article, speech, or press release) via EMAIL, FAX or MAIL to:

**Human Resources
Cedar River Clinics
106 East E Street
Yakima WA 98901
Fax: (425) 207-4942
E-mail: HRjobs@CedarRiverClinics.org**

ABOUT THE CLINIC:

Cedar River Clinics is AAAHC accredited health care facility with locations in Renton, Seattle, Tacoma, and Yakima. We provide abortion, birth control, STI/STD testing and treatment, other reproductive health care, and LGBTQ wellness services including gender affirming care.

Cedar River Clinics is a non-profit social change organization that combines direct services (abortion and reproductive health care), with advocacy (to preserve the right to choose) and community education (to demystify health information and empower health decisions).

VISION: We have a vision of the world where we are all free to make our own decisions regarding our bodies, reproduction, and sexuality – creating communities where we can fulfill our own unique potential and live healthy whole lives with dignity.

MISSION: Ensure access to reproductive and sexual health care through direct services, advocacy, and community education to defend bodily autonomy and advance social justice.

To learn more about the organization, visit www.CedarRiverClinics.org and social media:

