



## **Clinic Manager**

Radiant Health Centers (RHC) seeks a Clinic Manager who is responsible for the daily management of the clinic. This role ensures that quality care is provided, that patient flow/placement is efficient and that daily staffing needs are met to ensure an excellent patient experience.

At RHC, we are supported by a team of caring professionals and hundreds of dedicated volunteers, all committed by a common mission; working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Questioning + (LGBTQ+) community. Together, we deliver compassionate, care options that empower individuals to live healthier, more fulfilling lives.

The Clinic Manager's role is to:

- Assure effective communication among team and to patients to ensure patient satisfaction and quality care.
- Monitor, evaluate and develop staff performance.
- Monitor patient care for quality. Implement corrective measures when deficiencies are identified.
- Assist with the preparation of the annual budget and monthly operation reports. Manage expenses within budget.
- Conduct annual review, at minimum, of approved policies and procedures. Support new policy formulations.
- Assess operations, based on findings, create and implement an improvement plan.
- Manage facilities and equipment to avoid disruptions in service due to non-operational equipment. Manage inventory to ensure proper level of supplies.

The ideal candidate will have the following qualities and qualifications:

- Minimum requirement is a Bachelor in either Science in Nursing or related field
- Registered Nurse or clinical experience a plus.
- Minimum of 5 years' experience in public health field.
- Ability to communicate in a compassionate and professional manner.
- Bilingual (English and Spanish) preferred.
- Must be fully vaccinated and boosted.

## **How to Apply**

To apply for Clinic Manager position, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to [losborn@radianthealthcenters.org](mailto:losborn@radianthealthcenters.org).
- Mail to Radiant Health Centers, Attn: Lisa Osborn, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

Salary Range \$90,000-\$98,000

***RHC is an equal opportunity employer***