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# Example of Clinic Manager Job Description

Our company is hiring for a clinic manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinic manager

* Develops vision for practice and executes plans to achieve vision
* Internal consultation
* Train, monitor and coach performance of sales associates
* Responsible for creating and maintaining staff work schedules
* Responsible for all human resource functions
* Coaching team and providing excellent service to clients by answering phone calls, setting appointments, greeting clients upon arrival and selling memberships
* Responsible for administrative functions
* Participates in development and evaluation of professional practice by participating in unit and/or hospital committees, special projects and through attendance at staff meetings and town halls
* Provide clinical leadership and serve as a mentor and a coach to clinical staff
* Establish and maintain positive relationships with the varied customer communities

## Qualifications for clinic manager

* Current Licensed Vocational Nurse (LVN)/Registered Nurse (RN) License preferred
* Licensed Vocational Nurse (LVN) or certified Medical Assistant preferred
* 2+ years of clinical management experience
* Massage Envy management experience is a plus
* Bachelor’s degree in health administration or related field
* Previous recent management experience preferred