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# Example of Clinic Manager Job Description

Our innovative and growing company is looking for a clinic manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clinic manager

* Interview and hire Sales Associates, Massage Therapists and Estheticians
* Train, develop, motivate and coach staff on a daily basis
* Detail oriented individual to ensure clinic compliance
* Set goals to achieve weekly, monthly, and yearly objectives
* Ensure each guest and member has a guest customer service experience
* Handle dissatisfied customers and complaints
* Completes onsite audits of current clinics, exercising discretion and independent judgement in the condition of the clinics and making correction recommendations to both the clinic and internal recommendation for course of action needed
* Conducts closing meeting with clinic personnel to give overview of completed compliance audit
* Communicates recommendation of audit findings and recommendation with all key stakeholders
* Responsible for the day to day operations of the rural health clinic and staff

## Qualifications for clinic manager

* Experience in developing daily schedules and tracking
* Have extensive experience with cash flow management
* Have a firm understanding of HIPAA and laws associated with HIPAA
* Bachelor of Arts (BA)/Bachelor of Science (BS) degree (business and/or healthcare related) and2 years experience -or- 6 years equivalent work experience which includes management experience
* Bachelor of Arts (BA)/Bachelor of Science (BS) degree (business and/or healthcare related) -and- 5 years of management-level experience
* 9 years of management experience in a healthcare related field in lieu of bachelors degree