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# Example of Clinic Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of clinic supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinic supervisor

* Counsel support staff employees on positive and negative performance, and implements disciplinary action, as needed under the oversight of the Clinic Administrator
* Prepare and route invoices to Clinic Administrator for approval processing
* Manage staff time off requests and ensures that time cards are filled out accurately (Kronos) and timely for all staff and providers
* Monitor accurate completion of all clinic documentation logs
* Performs direct on-site medical examinations and clinical evaluations including the delivery of international assignment, pre-placement, and selected biomedical surveillance exams for clients and employees
* Provides occupational health consultations, evaluations, and immunizations to international travelers, expatriate employees and dependents according to Clinic process manual
* Acts as a Global Health and Medical liaison with other domestic and international medical clinics
* Oversee all aspects of the practice/clinic operation including financial management and daily operations
* Assess, evaluate, and implement systems to improve clinic operations
* Work in collaborating clinic leadership and staff to ensure the clinic(s) meets performance expectations in the areas of medical quality, service, access, utilization and financial

## Qualifications for clinic supervisor

* Previous experience in the assigned medical group preferred
* Previous lead or supervisory experience in a union environment preferred
* Current Licensed Vocational Nurse (LVN)/Registered Nurse (RN) preferred
* The position requires at least two (2) solid years of clinical medical office experience in a supervisory or lead role
* Three (3) years of lead or supervisory experience in healthcare with out-patient experience
* Knowledge of business and management principles, and of budget control and accounting principles, including capital budgeting, cost accounting, professional and patient billing