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# Example of Clinic Supervisor Job Description

Our innovative and growing company is looking for a clinic supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for clinic supervisor

* Be responsible for clinic operations including coaching of staff and payroll
* Manage both Edmonds and Ballard clinics, supporting 2 providers
* Supervise 10 direct reports including Patient Service Reps, Patient Care Coordinators, Medical Assistants and 1 Nurse
* Work with medical director to develop referral relationships and maintain effective communications with referring physicians
* Establish and manage enrollment for programs, including if necessary, maintaining a wait list
* Coordinate program operations, activities and special projects with the Clinic Administrator and RN Manager to ensure efficiency and quality service is delivered
* Coordinate scheduling of professional staff for program sessions and team meetings
* Communicate clinic goals to employees and ensure that they have the tools and means necessary to achieve them
* Coordinate nursing operations and activities to ensure efficient and quality service
* Evaluate patient care needs within scope of licensure

## Qualifications for clinic supervisor

* Current Registered Nurse/ Licensed Vocational Nurse desirable
* Certified or Registered Medical Assistant is also highly preferred
* Associate’s in Arts (AA) Degree or enrolled in an AA degree program to be completed in three (3) years
* Basic Life Support (BLS) certification within six months of hire
* One (1) year supervisor experience in medical clinic or similar setting
* Two (2) years of actual experience of medical clinic