

CLINIC MANAGER POSITION DESCRIPTION TEMPLATE

POSITION TITLE:

Clinic Manager

REPORTS TO:

Business Owner / Area Manager

EMPLOYMENT BASIS

Casual/ Part Time/ Full Time / Contractor

POSITION OBJECTIVE

Clinic Manager oversees the day-to-day management of skin clinics and client facilities. They liaise with clients and providing professionals, and coordinate client care plans. To be successful in this role, you should exhibit exceptional managerial abilities, which would ultimately translate to excellent patient care. Outstanding Clinic Managers are experienced administrators who proactively address issues that prevent the clinic from running smoothly.

RESPONSIBILITIES

- Recruit, hire and coordinate the training of new staff members
- Design and implement business strategies to help the clinic meet organizational goals
- Manage staff by assigning and delegating tasks as neededDevelop protocols and procedures to improve staff productivity
- Act as a liaison between clients, their families and additional care staff
- Managing internal and external communications, and answering queries about the clinic.
- Plan and manage the clinic's budget and approve payroll
- Perform quarterly and annual employee reviews and provide constructive feedback on their performance to help them meet professional goals
- Ensure that all policies and procedures function in accordance with state and federal laws

EXPERIENCE & QUALIFICATIONS

- 5+ years prior experience working in a clinical or healthcare setting
- 5+ years of proven success in leadership roles is required
- Exceptional written and verbal communication skills
- Analytical thinking skills and the ability to exercise sound judgement when making decisions
- Must be customer service oriented and prepared to liaise with patients, their families and other care providers
- Extremely organized and detail-oriented
- Ability to delegate tasks as needed
- Ability to spend long periods of time sitting at a desk
- Knowledge of a second language is an asset

PERSON SPECIFICATION/SKILLS

- Motivated, organised and Professional
- Demonstrates strong commercial and financial acumen
- Ability to build, maintain and be part of high-performance teams
- Strong written, oral and presentation skills
- Capable of problem-solving and decision making
- Honest, reliable and professional at all times