



FBICC Employment Opportunity

Job Title: Clinical Manager

Department: Warner Mt. Indian Health Project

Reports To: WMIH Clinical Director

Position: Exempt -Full Time

Salary: DOE

Hours per week: 40

This position will take a person that is dedicated to and capable of managing the daily operations of a medical office. To be successful in this role, you must:

- Exhibit exceptional managerial abilities, which would translate to excellent patient care,
- Proactively address issues that prevent the medical office from running smoothly,
- Demonstrate excellent organizational skills and the ability to perform well in stressful situations.

The position also requires knowledge of healthcare systems and operations to ensure steady workflows and uninterrupted service.

Primary Duties and Responsibilities include but are not limited to:

- Implement Clinic and Tribal Policy and Procedures to optimize staff relations and responsibilities and our highest priority of excellent patient care.
- Assist as needed with scheduling patients, confirming appointments, checking patients in and out, verifying insurance, answering phone calls.
- Supervise and assist office staff and providers
- Assist in obtaining and maintaining medical records
- Communicate and develop plans for success with medical staff to develop good clinic operations.
- Liaising with healthcare professionals and patients when needed to assist informing and educating about treatment plans and supplying standardized material for patients
- Oversee the purchasing, maintenance and repair of clinical equipment
- Manage internal and external communications /answering queries about the clinic
- Ensure compliance with current healthcare regulations and payer requirements
- Participate in audits required by local, state and federal agencies
- Perform quarterly and annual clinical employee reviews
- Maintain educational materials and brochures, plan and work with Director of Community Supports to staff community events
- Generate inventory records / monitor and order medical office supplies
- Purchase and maintain vaccine supply and follow regulations for Vaccines for Children and Vaccines for Adults federal programs

Work with Clinic Business Manager to ensure appropriate management of funds and revenue

Requirements and Skills:

- Leadership / Management of Medical Office (3 years + preferred)
- Knowledge of procuring supplies, equipment, and appropriate staffing needs for the clinic
- Knowledge of OSHA, bloodborne pathogens, HIPPA, and Medicare regulations
- Competency with computer-based healthcare systems
- Strong interpersonal and communication skills to interact effectively with patients and staff
- Excellent organizational and multi-tasking skills, with the ability to prioritize in a fast-paced environment

Knowledge of Medical Terminology

Professional & Technical Knowledge

- Proficiency in Microsoft Office Suite and healthcare management software
- Ability to analyze and interpret financial / operational data to drive decision making
- Commitment to fostering an inclusive and supportive workplace environment
- Familiarity with telehealth platforms and patient engagement technologies

FBICC is an equal opportunity employer; however, preference in hiring is given to qualified Native American Indians in accordance with the Indian Preference Act (Title 24 U.S. Code, Section 472 and 472). Applicants claiming Indian preference must submit verification of Indian descent certified by tribe of affiliation or other acceptable documentation of Indian Heritage. Qualified Veterans must submit form DD214 "Honorable Discharge." A copy must be attached with the application.