



E.O. Posting No. 0150

## EMPLOYMENT OPPORTUNITY

**Title:** Clinic/Practice Manager  
**Program:** HealthPoint BCS clinic

**Beginning Salary:** Negotiable

**Travel Required:** 5%

**Description:** Responsible for providing oversight, direction and supervision to the daily operations of all departments within the clinic. The individual will supervise staff, conduct performance evaluations, analyze clinic flow, assess and evaluate process improvement, and assure adherence to agency policy and grant standards. Other duties as assigned.

### Education & Work Experience

*Required:* Associate Degree OR extensive prior experience in leadership in a healthcare setting may substitute for degree; two years of supervisory experience; excellent communication, customer service and organizational skills.

Must be able to apply principles of logic to define problems, collect data, establish facts, and draw valid conclusions. Computer knowledge in Windows and Microsoft Word is helpful.

*Preferred:* Bachelor Degree or higher in a medical field or closely related field; bilingual (English/Spanish)

### Certifications/Licenses

*Required:* Valid driver's license and clean background; current CPR certified or willing to become CPR certified within 90 days

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Resumes/applications are being accepted until filled.

Deliver or submit resumes/applications to: Diane Molina, RN

Mailing address: 1500 University Dr. E., Suite 100, College Station, Texas 77840

Fax: (979)260-9390

E-mail: [dmolina@healthpoint-tx.com](mailto:dmolina@healthpoint-tx.com) (**preferred**)

Please visit [www.bvcaa.org](http://www.bvcaa.org) for an employment application.

**EOE**

Date Posted: 12/2/2014