



## **Samaritan Health Center Operations Manager**

Samaritan Health Center is a faith-based clinic that has served our neighbors in Durham and the surrounding communities since 2009. Our vision is to be a leader in providing compassionate, comprehensive, and affordable health care, with excellence, to the underserved in our community. The operations manager will be a key contributor to our future growth.

### **Responsible For:**

1. Supervising clinical operations:
  - a. Reviewing and updating existing clinic protocols
  - b. Coordinating with volunteer providers and the clinical operations committee for credentialing, privileging, and malpractice requirements
  - c. Training and onboarding new volunteers
  - d. Serving as administrative manager for 3-4 evening/weekend clinics each month.
2. Project Management
  - a. Collaborate with Executive Director and staff/Board for key projects – i.e. EHR, clinic growth, etc.
  - b. Review electronic and hard copy files for continuity & strategic planning
  - c. Ensure all clinic accounts are documented uniformly for organizational growth
3. Additional support for ED and staff
  - a. HR and logistical needs – i.e. payroll, supplies, and other
  - b. Support & coordinate donor outreach as necessary per Executive Director/Board
  - c. Serve as the backup contact for the Executive Director when s/he is unavailable

### **Reports to:**

Samaritan Health Center Executive Director. This is a full-time position with salary and health insurance to be discussed upon application.

### **Desired Qualifications:**

1. Active membership in a local Christian congregation
2. Enthusiastic support of the mission and goals of Samaritan Health Center
3. A clear commitment to serving the poor
4. Skilled at communicating in varied groups and situations
5. Organized, detail-oriented, reliable, flexible. This is a hands-on position, working with providers, patients and volunteers. Expect interruptions and new situations.

### **To Apply:**

Please submit resume and specific letter of interest to [jobs@samaritanhealthcenter.org](mailto:jobs@samaritanhealthcenter.org), with “Operations Manager” in the subject line of email. No phone calls please.