



## Director of Operations Job Posting

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### Summary

Faith Family Medical Center is looking for a director of operations who is a servant leader dedicated to fulfilling the mission of the organization. Our mission is “to follow the commitment of people of faith to provide hope and medical care for the working uninsured and other underserved by meeting their physical, emotional and spiritual needs.”

### Primary Duties and Responsibilities

1. **Human Resource**
  - a. Interview, hire, and train new staff and volunteer clinicians
  - b. Schedule for operational efficiency
  - c. Administer employee benefit programs
  - d. Liaison between clinic, wellness program, and administrative staff
2. **Finance**
  - a. Oversee bookkeeper and accountant
  - b. Supervise budget and payroll
  - c. Monitor and review financial statements
3. **Clinical Operations**
  - a. Oversee clinic policies and procedures to ensure compliance and quality control
  - b. Manage electronic medical records (EMR) system
  - c. Responsible for clinic data collection and reporting
  - d. Supervise patient referral process for specialist and imaging care
  - e. Serve as liaison with outside organizations and funders
4. **General Operations**
  - a. Direct technology systems
  - b. Oversee facility maintenance and repairs
  - c. Manage vendors and outsourced IT support

### Ideal Candidate Qualifications

- Bachelor’s or master’s degree in related field or equivalent experience
- Minimum of 3 years management experience in a clinical setting
- Strong analytical, financial, and management skills
- Skills in exercising a high degree of initiative, judgement, and discretion
- Medical relations competency
- Ability to establish and maintain strong working relationships with fellow employees and patients
- Non-profit experience a strong plus

### Contact Information and Procedure

Qualified candidates should email cover letter and resume to [jobs@faithmedical.org](mailto:jobs@faithmedical.org)

Website: <http://faithmedical.org/Careers>