

## **Clinic Supervisor - internal candidates only**

San Luis Valley Health is seeking a Clinic Supervisor. The Clinic Supervisor supports the Department Clinic Manager and Director of Operations in overseeing department operations and supervision of staff. Supervisor will support the 3 Rural Health Clinics with daily operation implementation, including but not limited to, addressing staff scheduling/time management, workflow implementation, addressing patient and staff concerns, and implementation of policies and procedures. While the Clinic Manager oversees staff performance, clinic financial reporting, and overall operations, the supervisor supports in giving feedback on staff and clinic performance.

Successful candidate will possess the following qualifications:

- 2-3 years of medical office experience or equivalent required.
- Leadership experience or equivalent in medical field preferred.
- RN, LPN, CMA preferred
- Practice specialty expertise/prior experience in practice required
- Experience using Electronic Medical Records (EMR) required
- Knowledge of ambulatory care, clinic workflow, and team-based care preferred
- Knowledge of basic clinic procedures preferred
- Knowledge of schedule management and registration procedures, preferred
- Knowledge of billing, referral, and authorizations procedures, preferred
- Experience with process improvement projects required
- Experience with staff training and engagement required

Interested candidate would need to contact Daniel Delloso at [Daniel.Delloso@slvrhc.org](mailto:Daniel.Delloso@slvrhc.org)