



Job Opening

POSITION:	Clinic Program Administrator
CLASSIFICATION:	Full-Time, Regular, Salaried, Exempt
LOCATION:	4915 42 nd Avenue North, Robbinsdale, MN 55422
CLOSING DATE:	December 11, 2009

AGENCY SUMMARY:

We provide sexuality related clinical and educational services for adolescents and young adults up to age 23 in a friendly, nonjudgmental, and comfortable atmosphere. The Annex Teen Clinic has been serving the community of Northwest Hennepin County and North Minneapolis since 1971.

REQUIRED QUALIFICATIONS:

- Registered Nurse; valid Minnesota license.
- Bachelors Degree in Nursing.
- Clinical management and supervisory experience involving performance reviews, staff training and quality assurance management.
- Experience with medical office IT systems including practice management and billing software preferred.
- Reproductive health care, family planning and/or adolescent health care experience preferred.
- Ability to work independently, with a high degree of problem-solving skills, and as a member of a team.
- Ability to communicate and interact respectfully with respect to race, culture, ethnicity, gender orientation, etc.

JOB RESPONSIBILITIES:

- Leadership in the development and implementation of long term strategic goals for the Clinic Program.
- Direct staff supervision including performance evaluations, employee file maintenance, licenses and credentials.
- Provide leadership/oversight of daily clinic functions including scheduling, supplies and pharmaceuticals.
- Assure quality of medical care through quality assurance audits, medical policy updates, facility standards, etc.
- Oversee compliance with legislation and regulations related to health care clinics.
- Perform all functions as the Privacy Officer: HIPAA, client complaints, etc.
- Provide direct patient care and education for Annex Teen Clinic patients as needed.
- Develop and implement referral programs and assistance for clients needing services outside the Clinic's scope.
- Participate in the development of funding proposals and reports for clinic activities.
- Fill-in for clinic staff and volunteers when necessary.
- Maintain and prepare all required records and reports.

BENEFITS AVAILABLE (depending upon eligibility and policy):

Paid Vacation	Paid Holidays	Retirement Plan	Payroll Direct Deposit
Paid Personal Time	Optional Medical Insurance	Group Life Insurance	Employee Assistance Prog.
Paid Sick Time	Optional Dental Insurance	Long Term Disability Insurance	

Send Resume and Cover Letter to:

Human Resources
414 S. 8th Street
Minneapolis, MN 55404
E-mail: mcw.jobs@mcwmn.org
Fax: 612-341-1653

Website:

www.annexteenclinic.org