



Clinic Manager

Description: The Clinic Manager is the front office lead responsible for the general operational management of the Encompass Pediatric Therapy Clinic, including reception, office administration, and basic facility management.

Specific Duties:

- Greets clients, answers phones and collects co-pays/payments.
- Maintains room use calendars with accurately scheduled program and therapy appointments, organizational and other activities.
- Stays current on and provides a central clearinghouse of information for staff, board members/volunteers, clients and others regarding programs, meetings, special events, etc.
- Assigns and coordinates Encompass Downtown North Bend volunteers.
- Receives payments and logs cash receipts (co pays or other); coordinates with Operations Manager to safeguard cash and checks and ensure all monies are deposited in the bank.
- Participates as HIPAA compliance officer for therapy practices.
- Ensures office equipment is in good working order and makes arrangements for repairs or purchases in accordance with organizational procedures.
- Oversight of all routine maintenance and janitorial services.
- Serves on safety committee. Working with the Operations Manager, maintains and updates disaster preparedness plan, supplies and information

Hours/Schedule: Fulltime. Monday-Friday 8am-4:30 pm

Salary: \$16.20-\$19.44, depending on experience

Benefits include generous paid vacation and holidays, medical and dental insurance, SIMPLE IRA match

Location: Encompass Pediatric Therapy Clinic, 209 Main Ave S, North Bend 98045

Qualifications:

Required

- HS Diploma or GED
- Two years of experience in office management. Prefer prior experience in a clinical setting
- Ability to work independently, taking initiative and exercising appropriate discretion and judgment
- Advanced interpersonal skills, with ability to effectively communicate verbally and in writing
- Strong organizational skills
- Proficient in Microsoft Office programs
- Ability to learn about and apply understanding of office equipment and basic building systems to ensure appropriate maintenance
- Ability to maintain confidentiality
- Valid driver's license and vehicle

Preferred

- Bilingual English/Spanish

Send resume/application to: Kristin Webb, Director of Administration, Encompass, 1407 Boalch Ave NW, North Bend, WA 98045 or email to: employment@encompassnw.org. No phone calls, please.

Encompass is an Equal Opportunity Employer. Qualified applicants receive consideration for employment without discrimination based on gender, marital status, race, color, religion, national origin, age, or the presence of a non job-related medical condition or handicap.