

**Job Opening: Part-Time Clinic Manager
at
DAH Mercy Care Clinic (DAHMCC) in Alexandria, VA**

About Mercy Clinic: DAH Mercy Care Clinic, a subsidiary of Dar Al-Hijrah Islamic Center, is dedicated to providing exceptional healthcare services to our community during the weekends. We are seeking a highly motivated and experienced Clinic Manager to join our team and lead our efforts in delivering top-notch medical care.

Position: Part-Time Clinic Manager

Location: Alexandria, VA

Schedule: Weekend hours (20 hours/week) with potential for full-time employment

Responsibilities:

Oversee Daily Operations:

- Supervise and coordinate all activities within the clinic during weekend hours to ensure smooth and efficient operations.
- Address and resolve any operational issues that arise during clinic hours promptly and effectively.

Manage Clinical Staff:

- Develop staff schedules to ensure adequate coverage during all operating hours.
- Oversee the recruitment, onboarding, and training of new clinic staff.
- Conduct regular performance evaluations and provide constructive feedback to staff members.
- Foster a collaborative and positive work environment to enhance team performance and job satisfaction.

Ensure Compliance with Healthcare Regulations:

- Stay up-to-date with local, state, and federal healthcare regulations and ensure the clinic adheres to these standards.
- Implement and monitor compliance programs to maintain high standards of patient care and safety.

Develop and Implement Clinic Policies and Procedures:

- Create, review, and update clinic policies and procedures to reflect best practices and regulatory requirements.
- Ensure all staff are trained on and comply with established protocols and guidelines.

Handle Administrative Tasks:

- Supervise physicians, nurse practitioners, nurses, and other healthcare providers to optimize service delivery and improve patient care outcomes.
- Facilitate regular meetings to discuss patient care strategies, clinic operations and clinic performance.
- Oversee the clinic's budgeting process, including forecasting, tracking, and managing expenses.
- Manage inventory to ensure the availability of necessary medical supplies and equipment.
- Oversee patient billing processes, ensuring accuracy and timeliness in billing and collections. (This is a free clinic so there is no fees on the primary care except on the medication and labs)

Engage with Healthcare institutions the Community:

- Act as a liaison between the clinic and the community, promoting the clinic's services and fostering strong relationships.
- Participate in and organize community health outreach programs to raise awareness about the clinic's services and address community health needs.
- Liaison with hospitals, clinics, and health departments for a possible partnership with DAHMCC.
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Enhance Service Delivery and Patient Satisfaction:

- Continuously seek ways to improve clinic operations and patient care.
- Implement patient satisfaction surveys and use feedback to make necessary improvements.
- Ensure that patients receive timely, compassionate, and effective care during their visits to the clinic.

Requirements:

- Proven experience in healthcare management or a similar role.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Knowledge of healthcare regulations and best practices.
- Proficiency in medical software and office management systems.
- Commitment to the mission and values of Mercy Clinic and Dar Al-Hijrah Islamic Center.

Benefits:

- Competitive part-time salary with potential for full-time conversion.
- Opportunity to make a significant impact on community health.
- Supportive and inclusive work environment.

- Professional development and growth opportunities.

How to Apply: Interested candidates are encouraged to submit their resume and cover letter to admin@dahmercyareclinic.org by **August 1, 2024**.