



Neighborhood Health – Southeast Site Manager  
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Southeast Site Manager to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Southeast Site Manager, you will:

- ✓ Reports to the VP / Chief Operating Officer while directing the day-to-day operational and staffing activities for the Southeast PSRs, Southeast Medical staff, and Southeast Dental staff.
- ✓ Ensure that all departments are adhering to Neighborhood Health's policies and procedures.
- ✓ Plan and oversee practice activities including monthly staff meetings and preparing agendas.
- ✓ Ensure all patient concerns are handled correctly by recommending and implementing corrective actions including documenting and reporting of results.
- ✓ Provide leadership, conflict resolution, motivation and promote teamwork of subordinates in achieving organizational goals and productivity thresholds.
- ✓ Maintain compliance standards in accordance with the compliance policies, FTCA, and the code-of-conducts and reports concerns timely and appropriately, providing resolution and follow up.
- ✓ Respond quickly in crisis situations and assure documentation is recorded and available for inspections.

Requirements:

- Associate Degree required; Bachelor's Degree preferred.

Education Requirements:

- Minimum of three years of work experience in a medical, public health, or social service agency is required.
- Minimum of one year of supervision experience is required.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)