



Neighborhood Health – Clinical Manager  
Exempt, 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 Clinical Manager to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Clinical Manager, you will:

- Oversees the day-to-day operations of the nursing department:
  - Coordinates work assignments and schedules of the nursing staff to ensure optimum patient flow.
  - Actively participates in patient complaint procedures to resolve operational problems.
  - Ensures compliance with NH policies and procedures, Federal/State regulations (ex: OSHA, HIPAA), and other grant requirements.
- Ensures department is staffed with qualified, competent employees:
  - Interviews prospective employees and makes recommendations for hire.
  - Provides all new hires with proper training and orientation to scheduling and the medical front desk.
  - Evaluates staff performance and recommends merit increases, promotions, and disciplinary actions.
- Ensures department is functioning well as a team:
  - Communicates departmental goals and sets "expectations of performance" for each team member.
  - Identifies, analyzes, and facilitates resolution of any issues which are a barrier to the team achieving its goals.
  - Plays a vital role in the success of NH employee communication by keeping both staff and administration informed of any changes, ideas, concerns, etc.
  - Analyzes the resources (staffing, equipment, technology, etc.) available to the department and when appropriate, recommends changes to improve efficiencies.
- Prepares staff timecards for payroll processing. Monitors staff attendance, tardiness, and overtime trends.
- Performs supervisory duties in accordance with the Managers Standards of Conduct and NH Mission Statement.

Requirements:

- Minimum of five (5) years of experience in the nursing field. Supervisor experience preferred.
- Experience in medical office management preferred.
- Experience in electronic medical records required. Experience with childhood immunizations a plus.

Education Requirements:

- Graduate of an accredited school of nursing required. Bachelor's degree preferred.
- Indiana State Registered Nurse or Licensed Practical Nurse license required. CPR certification, TB certification.

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? Please fill out an application on the Career Page and/or send a resume along with cover letter to NHC Human Resources Department by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org)

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)