



Exempt  
July 1, 2010

## JOB ANNOUNCEMENT

- Position:** Clinic Administrator-Norwalk Regional Health Center
- Reports to:** Chief Operating Officer
- Salary Range:** Starting salary \$40,868 per year, based on experience, qualification, and budget.  
(100% time – 40 hours per week)
- 

**Position Purpose:**

The Clinic Administrator is responsible for planning, coordinating, directing and monitoring all operational and financial aspects of the JWCH Institute, Inc. Norwalk Regional Health Center; in conjunction with providing effective leadership to managers; supervisors and staff, oversee the delivery of quality, cost-effective patient care. The position works together with the Lead Site Physician in directing the support service of personnel in the discharge of their responsibilities.

**Principal Responsibilities:**

1. Provide overall direction and guidance to a clinical and administrative team of supervisors and managers.
2. Communicate organizational objectives and vision to the supervisory team.
3. Assist supervisors and manager with the development and implementation of departmental goals, policies, procedures, budgets, and reporting tools.
4. Promote a team approach to delivering quality, cost-efficient care where patient satisfaction is the primary goal.
5. On an annual basis, prepare capital equipment and personnel budgets for the health center; monitor departmental activity and justify variances when necessary; implement effective tools to improve operational efficiency and control costs.
6. Coordinate providers' schedules and the scheduling of patients, monitor appointment availability (access), and implement changes as needed.
7. In conjunction with the designated Director, work to enhance provider satisfaction and, when necessary, assist in resolving provider-related issues.
8. Based on projected enrollment, visits, and utilization, monitor the impact of growth on the facility's existing space plan; propose, plan and direct facility expansion and enhancement projects when required; maintain a professional facility appearance that meets the expectations of patients.
9. Enhance health center visibility through community involvement by participating in service and professional organizations.
10. Actively participate on organizational and ad-ho committees, as needed.
11. On a monthly basis, and as needed, report progress, operational issues, organizational opportunities and threats to the Director's Meeting.
12. Monitor patient satisfaction through various programs such as the formal complaint process, patient survey, etc. and respond as appropriate.
13. Prepares Program reports as needed.
14. Work toward ensuring that customer service standards are met and perform additional duties as assigned

**Requirements:**

1. Bachelor's degree preferred with three or more years of health care management experience. Education may be substituted by experience.
2. Knowledge of Federal, State and Local funding designated for health services.
3. Experience working with clients or patients and staff from diverse socio-economic, ethnic and cultural backgrounds.
4. Supervisor experience required.
5. Bilingual/Bi-cultural (Spanish/English) required.
6. Experience in Community Health Care Center preferred.
7. Proficiency with computer applications such as Microsoft Office Suite.

**To apply, please fax or email resume or list of qualifications including the job code number to:**

JWCH Institute, Inc.  
1910 W. Sunset Boulevard, Suite 650  
Los Angeles, CA 90026  
Attn: Human Resources Department  
Job Code: 314  
Fax Number (213) 413-3443  
E-Mail: [hresoueces@jwchinstitute.org](mailto:hresoueces@jwchinstitute.org)

**Closing date: Open Until Filled**  
**JWCH Institute, Inc. is an Equal Opportunity Employer (EOE).**