

AbortionClinics.Org, Incorporated (ACOI Incorporated)

10401 Old Georgetown Road, Suite #104, Maryland 20814

402-510-7419, email lee@carerepro.org

Clinic Administrator Job Description

Full time position to start by June 1, 2022, or ASAP thereafter

ACOI Incorporated d/b/a **CARE** – Clinics for Abortion and Reproductive Excellence is searching for a full-time Clinic Administrator to join our growing team of abortion care professionals in our North Bethesda, MD location. At this location, we provide and specialize in late 2nd and 3rd trimester abortions. Our practice staff cares for patients from all over the U.S. as well as clients coming from outside of the country. As the Clinic Administrator at CARE, you will be able to make a direct positive impact in abortion quality and access for women. CARE desires all our employees to be empathic, resolute in decision-making, and attentive to detail. We are searching for top-notch professionals that exhibit cultural competence and exceptional teamwork skills. In addition, as a part of the ACOI - CARE TEAM you will assure every patient receives their care with Kindness, Courtesy, Justice, Love, and Respect.

Clinic Administrator Responsibilities:

- Ensure clinic operates in full compliance with the laws and regulations of federal, state, Maryland Department of Health, and the National Abortion Federation.
- Communicate effectively and efficiently between all team members at all ACOI Incorporated locations.
- Hire and direct training for new hires of all non-licensed future team members.
- Consult on the hiring of licensed future team members.
- Maintains a leadership role/specialty competency as well as keeping current with changes in practice, i.e., new equipment, medications, treatment modalities and regulations.
- Participates in patient education to ensure patients understand medical processes.
- Participates in patient care as needed.
- Collaborate with physicians, support staff, and ancillary department staff to provide quality patient care.
- Demonstrate accountability for status of clinic.
- Assist with the fiscal direction of the practice site, audit employee files, and lead clinic inspections.
- Be the main point of contact for social media and news outlets.
- Schedule and host all required staff and committee meetings.
- Be able to step in and assist in times of staff shortage.

Qualifications:

As the Clinic Administrator, you will oversee the completion of various administrative tasks within our medical office. Your duties include managing patient records, handling payrolls, billings and office budgets and hiring and leading the training of all personnel. The perfect candidate will have:

- Experience in reproductive health care preferably abortion care or obstetrical and gynecological care.

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- Experience in leading others.
- Experience in building and fostering a team atmosphere.
- Ability to communicate well between multiple groups of people over various platforms (zoom, teams, email, phone).
- Bilingual preferred but not required.
- Experience with Microsoft Windows and Office products desired but not required.
- Experience with Electronic Practice Management and Electronic Health Records programs desired but not required.

Relocation:

- Relocation assistance provided. Residence must be located within a 30-minute drive of our facility in North Bethesda, Maryland.

Work Location:

- One location (Bethesda, Maryland)
- Occasional travel to other location.
- Occasional conference travel.
- Some training may occur in Bellevue, Nebraska with CARE's Director of Clinical Services and the Nebraska Clinic Administrator. We will pay for travel and lodging.

Schedule:

- Monday – Friday. In the future it may be necessary to work some Saturdays.
- 9am – 5pm (or later if dictated by patient needs).
- Additional flexibility in scheduling available later in employment.

Benefits:

- Salary range \$60,000 to \$100,000 (\$30.00 to \$50.00) based on education, skills, and experience.
- Health, Dental and Eye Care Insurance.
- 401-K with profit sharing.
- Paid time off.
- Paid holidays.
- Continuing Education Allowance.
- Professional Meeting Allowance.