



carafem is a women's health center in Atlanta, GA that is dedicated to promoting family planning, reproductive and sexual healthcare. We offer caring, compassionate and confidential support for sexual, reproductive and family planning needs.

**carafem is currently recruiting a full-time Health Services Manager.**

### **Required Qualifications**

- Five or more years management experience
- Bachelor's degree or equivalent education and work experience
- Excellent computer skills
- Knowledge and experience with Electronic Medical Records
- Demonstrated problem-solving and work-flow management skills including budgetary discretion and employee management

### **Essential Functions**

- Oversees the overall management of a small health center of 3-5 staff
- Manages all health center operations
- Manages staff composed of physicians, mid-level providers and administrative and clinical staff. Responsible for following appropriate processes for staff management including talent acquisition, staff development and performance management. Coaches and provides feedback to staff on a regular basis
- Responsible for interviewing, training and ensuring the successful orientation and onboarding of new colleagues
- Communicates regularly with the team, conducts monthly meetings and individual one on one meetings with each member
- Manages daily operations, workflow and client schedule to ensure efficient and effective health center performance
- Identifies process improvement opportunities and presents resolutions and recommendations
- Makes recommendation regarding staffing model based on objective scheduling & volume analysis
- Understands and complies with all regulatory, procedural, policy and licensing requirements
- Completes incident reports as needed and provides assistance regarding investigations and the resolution of complaints
- Communicates and coordinates health services policy or protocol changes and ensures implementation of new or updated procedures are followed
- Manages health center budget; reviews revenue and expense reports; modifies inventory of medication and supplies to match client capacity

carafem offers a competitive salary package which includes 100% employer paid health/dental insurance and generous retirement plan. If you are interested in being part of an extraordinary team that provides excellent care to clients, please forward your resume with cover letter to [jobs@carafem.org](mailto:jobs@carafem.org).