



Clinic Manager

Radiant Health Centers (RHC) seeks a Clinic Manager who wants the opportunity to be part of a clinical team who is currently expanding its capacity with plans to create a Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options, including case management and other services for HIV+ Orange County residents, and medical care for the larger community.

The Clinic Manager's role is to:

- Assure effective communication among team and to patients to ensure patient satisfaction and quality care.
- Monitor, evaluate and develop staff performance.
- Monitor patient care for quality. Implement corrective measures when deficiencies are identified.
- Assist with the preparation of the annual budget and monthly operation reports. Manage expenses within budget.
- Conduct annual review, at minimum, of approved policies and procedures. Support new policy formulations.
- Assess operations, based on findings, create and implement an improvement plan.
- Manage facilities and equipment to avoid disruptions in service due to nonoperational equipment. Manage inventory to ensure proper level of supplies.

The ideal candidate will have the following qualities and qualifications:

- Minimum requirement is a Bachelor in either Science in Nursing or related field
- Registered Nurse preferred
- Minimum of 5 years' experience in public health field.
- Ability to communicate in a compassionate and professional manner.
- Bilingual (English and Spanish) preferred.
- Must be fully vaccinated and boosted.

How to Apply

To apply for Clinic Manager position, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to losborn@radianthealthcenters.org.
- Mail to Radiant Health Centers, Attn: Lisa Osborn, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

RHC is an equal opportunity employer