



Clinic Director

Coal Country Community Health Center has an immediate opportunity for a Full Time Clinic Director, working from its Beulah Clinic. This is a new position with responsibilities evolving with the position. Primary responsibilities include but are not limited to: Assist with all departments in the Beulah Clinic in purchasing and receiving materials and assist the Killdeer, Center and Hazen Clinics when needed with purchasing; Oversee the day-to-day operations in Reception, Medical Record and Transportation Services; serve as a resource for Site Coordinators at Killdeer, Center and Hazen Clinics; Work closely with providers to ensure accurate schedules reflected in the computer and work with nursing for appropriate provider/nurse coverage; Work with CEO, CFO and other administrative staff to ensure grant reporting is completed in an accurate and timely manner; Works with administrative staff at CCCHC and SMC to ensure quality measures are regularly reviewed and met.

Position requires excellent communication skills, written and oral, computer knowledge, EPIC experience preferred, medical terminology and previous clinic management experience preferred.

To apply send application and letter of application to Coal Country Community Health Center, Attn. Human Resources, 1312 Hwy 49 N, Beulah, ND 58523. Applications may be submitted online from our company website at www.coalcountryhealth.com