

Open Position Announcement Poughkeepsie Health Center Manager

Planned Parenthood® Mid-Hudson Valley (PPMHV) is seeking a Health Center Manager [HCM] is responsible for all operational and clinical performance and day-to-day activities of the Poughkeepsie Health Center. Reporting to and in collaboration with the Vice President of Health Center Operations, the HCM must assure daily staffing coverage at assigned health center, work collaboratively with other HCMs to redeploy staff to other centers based on need, and handle patient issues and complaints as they arise. The HCM is the on-site authority and supervisor of all staff in the health center. S/he must adhere to the budget and operational plan for the health center and support the strategic plan and mission of PPMHV. The HCM is responsible for all aspects of assigned health center, including assuring that facility and security issues are properly reported and handled, information technology and clinical informatics issues reported and rectified, and that all other issues that might arise are handled in a timely and efficient manner.

The position is full-time exempt position. 37.5 hours per week **

Qualifications:

- Three to five years of relevant on-site management experience or equivalent, preferably in a health care environment.
- Bachelor's degree required; Master's degree in public health or related field preferred.
- Excellent organizational, supervisory, and healthcare finance management skills.
- Ability to effectively motivate a diverse staff and volunteers.
- Ability to lead and work as a team.
- Computer skills including knowledge of clinic management software, electronic communications and use of management information systems as a management tool.
- Ability to work flexible schedule including evenings and weekends
- Willingness to participate in all levels of operations to assure maximal performance of the health center.
- Commitment to the mission of Planned Parenthood.
- Valid driver's license and daily availability to an automobile to meet the ad hoc travel requirements of the position.
- Flexibility to work other or additional hours is required based on the needs of the Health Center.

Interested and qualified candidates should email a cover letter indicating salary requirements, and a résumé, for consideration to jobs@ppmhv.org or fax them to (845)471-1519. **No phone calls please.**

Planned Parenthood® Mid-Hudson Valley is an equal opportunity employer.

Women, people of color and LGBT people are encouraged to apply.