



Job Posting
Clinic Manager, LGBTQ+ Health Center

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to supporting and empowering all people with or affected by HIV, reduce stigma, and provide the LGBTQ+ community with compassionate healthcare. Learn more about us at <http://www.cascadeaids.org/>.

CAP is excited to announce that we are hiring an experienced full-time Clinic Manager to provide day-to-day oversight of Prism Health in order to ensure smooth delivery of primary care services while meeting health and social service needs of the patient population. This position will oversee the front and back office staff as well as office operations. As a supervisor, this position is responsible for providing superior leadership, excellent communication skills, ability to multitask and lead by example. This position will also function as the primary liaison between clinic patients, staff, and providers. Prism Health offers a safe, affirming, and non-judgmental space where all members of the LGBTQ+ community can obtain compassionate and culturally affirming primary care. <http://www.prismhealth.org>

Responsibilities include scheduling, management of client flow, overseeing building needs, and working with Prism's third party biller to ensure timely and accurate billing. In partnership with the Site Specialist, the Clinic Manager plays a critical role in the efficient and optimal use of our electronic health record, OCHIN Epic. The Clinic Manager also works closely with senior leadership to communicate health center needs, contribute to strategic conversations, and contribute to the overall success of Prism Health. They establish and maintain an operating environment that assures effective, efficient, and safe operations of the practice that responds to patient, staff, and clinician needs.

This individual will work at Prism Health, in SE Portland. This is a full-time, exempt 1.0 FTE position, which reports to the Director of Healthcare Operation. This is a management level position. Occasional evening and weekend work is required.

Required Qualifications:

- Bachelor's Degree or equivalent management experience
- At least 5 years of experience in a medical office, with a minimum of 2 years in a management or supervisory position in primary care
- Previous experience working with electronic health record software, specifically Epic
- Experience contracting and credentialing clinical providers, managing billing workflows, and knowledge of insurance billing systems
- Proven ability to learn and adapt to differing workplace cultures, with an overall positive impact on stakeholders
- Excellent written and verbal communication skills, including experience conducting trainings to small groups of people
- Ability to build and maintain relationships among small teams, relying on participation of others, but also able to make critical decisions
- Strong initiative & self-starter with the ability to effectively solve problems
- Ability to work independently with accountability; exercise sound judgment and discretion
- Successful experience working with ethnic, racial, economic and sexually diverse populations



- Must be able to work in a Labor/Management Partnership environment.

Preferred Qualifications:

- Proven management and supervisory experience
- Excellent organization skills
- Strong understanding of LGBTQ+ health issues and how they affect or influence service delivery
- Experience working with hard to reach communities (rural areas, high risk populations, etc.)
- Experience in contract compliance, data management, budget oversight and grants
- Experience in an FQHC or FQHC look alike healthcare setting
- Willingness to accommodate provider services outside the normal business hours
- Verbal and written fluency in English and Spanish

Compensation: \$60,000 annually; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

Closing Date: Open until filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

- 1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for,
 - 2) your resume, and
 - 3) a completed CAP Employment application (available at <http://www.cascadeaids.org/about/careers/>)
- to:

jobs@cascadeaids.org

- or -

Cascade AIDS Project
Clinic Manager Position
520 NW Davis St., Suite 215
Portland, Oregon 97209

Fax: 503-223-6437

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer
People of color, women, LGBTQ+ individuals and people living with HIV are strongly encouraged to
apply