

**Clinic Supervisor for Cardiology – Full Time**

**Date:** 9/19/23

**Location:** Everett/ Silver Lake

Join our top-performing team at Western Washington Medical Group in the Cardiology Department. WWMG has been serving patients in our community for three decades.

Our Clinic Supervisor opportunity is a perfect position for an ambitious team lead or supervisor of a medical clinic, or for an experienced manager looking for a position in a small team setting.

**Job Summary**

WWMG is looking for a Clinic Supervisor who will be responsible for but not limited to:

- Providing leadership to the staff.
- Managing all day-to-day operations functions of the Cardiology clinic, including organization and planning of the daily operations with staff, ordering supplies, maintaining items in the office and other operational duties as they arise.
- HR functions which include hiring, payroll, schedules, meetings, disciplinary actions, handling conflicts and updating staff on policy changes.
- Provider Credentialing duties that include items such as: obtaining DEA, Med Licenses, ACLS, and updating hospital privileges.
- Entering provider and testing schedule templates in the EMR system.
- Coordinating the smooth operation of day-to-day activities.

**Qualifications**

Education Background:

Bachelor degree in related field (health care administration, business, etc.) preferred OR the equivalent combination of college courses or extensive relevant experience.

**Work Experience**

- Requires at least 2 years of experience in a medical practice, in a management, team lead or supervisory capacity; 3 years is preferred.
- HR experience recruiting, retaining, managing, and developing is preferred.
- Must be able to provide proof of legal authorization to work in the United States.

**Licensure, Registration, Certification**

If driving is included as a function of the job, maintains a valid Washington Driver's License and clean record. COVID vaccine required.

**Special Training/ Skills**

- Must have working knowledge of Microsoft Word & Excel
- EMR system knowledge
- Ability to communicate effectively in written and spoken English

- Understanding of Washington State regulations, licensure, and certifications laws for back office clinical positions, which includes MD, RN, CMA, RMA, etc.

### **Physical Abilities**

Position requires significant computer usage – must be able to sit for extended periods, use keyboard and monitor.

### **Physical demand level: Light**

In an 8-hour workday, must be able to:

- Lift/ Carry 20 pounds occasionally and 10 pounds frequently

As required, must be able to:

- Sit, stand, walk, bend, squat, kneel, crawl, climb, and reach above shoulder
- Push and Pull
- Perform fine motor functions
- Must possess functional vision, hearing, and speech in order to communicate effectively with clients, client advocates, and staff.

### **Benefits**

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Paid training
- Retirement plan
- Vision insurance

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. We are interested in learning more about you and appreciate you taking the time to apply online.

**Schedule:** Full time day schedule, Monday – Friday. 8 hour shifts. No evenings or weekends.

**Salary Range:** \$65,500 - \$69,300 per year, depending on experience, skill set, and education.

**To Apply:** please send cover letter and resume to: [CardioManager@wwmedgroup.com](mailto:CardioManager@wwmedgroup.com).

*Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.*