



**RANDOLPH COUNTY HEALTH DEPARTMENT
ANNOUNCEMENT OF JOB OPENINGS**

POSITION: RN Clinic Supervisor

POSTING DATE: February 17, 2017

SUPERVISOR: Debra Laird

DEPARTMENT: Primary Care Clinic

JOB POSTING OPEN: Wednesday, March 22, 2017 JOB POSTING CLOSED: Wednesday, April 5, 2017

POSITION WILL BE: **Full-Time** or Part time 40 hrs/week

CLASSIFICATION: **Regular** or Contract

QUALIFICATIONS:

High School diploma or equivalent. Nursing Degree from a four year college or university
Supervisory Experience in a medical office setting

EDUCATION:

A Bachelor's degree with at least 2 years of supervisory experience in a Primary Care office setting.

EXPERIENCE:

Experience in electronic health records and proficient in patient care along with experience in the supervision of employees. Ability to evaluate and develop policies and manage finances. Able to increase office efficiency and expand clinic services.

DESCRIPTION OF JOB:

Responsible for the successful management and operation of Rural Health Primary Care Clinic.

Signature

Date

Employees should feel free to apply for positions if they meet the qualifications. Administrator/Supervisors reserve the right to refuse interviews to applicants who do not meet the experience or educational requirements for a position.