

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Medical Clinic Manager

**Report To:** Chairperson

**Department:** Medical

**Job Vacancy:** YAN-26-47

**Status:** Full Time (Exempt)

**Starting Wage:** DOE

**Opening Date:** 04/06/2026

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The Medical Clinic Manager position oversees day-to-day outpatient medical, dental and other ancillary services offered to the Yavapai-Apache Community and other indigenous Native Americans. Provides direct supervision to the staff according to current organizational chart.

### **QUALIFICATIONS:**

- Bachelor's degree in Healthcare Management or related..
- Must have at least three (3) years of supervisory or management skills.
- Knowledge of Medical Terminology.
- Knowledge of various computer applications such as Word, PowerPoint, Excel and Publisher.
- Applicant must possess 2 to 3 years of working experience in the medical field.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Holds meetings with the staff to exchange information, obtain input and feedback on clinical operation, recommendations and activities for improvement and forwards to Executive Office.
- Holds periodic meetings with PIMC staff about various issues pertaining to Yavapai-Apache Health Center.
- Handles patient/customer complaints/feedback and addresses them as best as possible to obtain a positive outcome.
- Facilitates positive relationship among patients, families, providers, staff and community.
- Prepares quarterly reports regarding medical clinic activities.
- Prepares, submits and manages an annual operating budget for the Medical Clinic operations.
- Provides supervision, to ensure efficient and effective services are provided to the patients. Quality care for all patients is the goal.
- Provide clinic staff guidance and leadership for performance guidelines.

- Must follow the Policies and Procedures established by Yavapai-Apache Nation Medical Clinic and in conjunction with PIMC.
- Read and continually update all policies and procedures pertaining to the Medical Clinic and in conjunction with PIMC.
- Address emergency issues in a timely manner
- Oversees clinical peer review
- Maintains excellent professional communication with other Yavapai-Apache Nation departments.

**Physical Requirements:**

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:  
Yavapai-Apache Nation / Human Resources  
2400 W. Datsi / Camp Verde, AZ 86322  
P: 928-567-1062 / Fax: 928-567-1064  
[www.yavapai-apache.org](http://www.yavapai-apache.org)**

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**