



313 Jefferson Ave
Toledo, OH 43604
419.720.7883 ext. 212

MANAGER, HOMELESS HEALTHCARE

Reports to Director, Medical Support Services

GENERAL FUNCTION:

Under the direct supervision of the Director of Clinical Support Staff, the **Manager, Homeless Healthcare** is accountable for the effective and efficient operation of the Mildred Bayer Homeless Clinic and related homeless healthcare services through continuous improvement of processes, outcomes and personnel. The Manager, Homeless Healthcare, in conjunction with the Director of Medical Support Staff, plans, organizes, directs and controls all clinic activities and facilitates management activities to achieve established goals and objectives of the clinic to ensure a smooth and efficient operation and delivery of patient care.

DUTIES AND RESPONSIBILITIES

- Competencies in the areas of leadership and team development, coaching and mentoring, and situational assessment skills.
- Computer skills/experience with Word, Excel and PowerPoint.
- Must be able to meet deadlines and to work independently
- Well organized, self-motivated
- Regular, punctual, physical attendance at the worksite(s) is an essential function of this position as staff supervision cannot be performed remotely.

QUALIFICATIONS:

This position requires you have an Associate Degree or higher, and be licensed as an RN in the State of Ohio with 1 year of clinical experience. Licensed Practical Nurses with equivalent education and experience will be considered. Two (2) years experience in related field of homeless services or social services is preferred. Reliable transportation - Valid Driver License and state mandated adequate auto insurance coverage

NHA offers excellent benefits, such as Medical, Dental, Vision and Life Insurance. We also offer a comprehensive 403(b) retirement plan, and paid time off. Please submit your salary expectations at time your resume is submitted.