



Clinic Director – Job Description

Please email careers@allevioclinic.com with cover letters and resumes

The Clinic Director is accountable for every aspect of the Allevio Centre and the well-being of patients in a specific geographical area. The keystone of this role is understanding that, like in any professional service organization, all practitioners and patients having a positive and productive time in the Clinic is paramount. This role is ultimately about providing both groups with as meaningful and supportive experience as possible.

The Clinic Director is accountable for the entire clinic running effectively and training the Administrative Assistant to become a future Clinic Director. The Clinic Director is not only an ambassador of the Allevio brand to the incoming patients, but is also accountable for the success of the centre staff and patient workflow. The Clinic Director carries out responsibilities in the following areas: Training and development of the clinic staff, management and administration of the Allevio medical practice, information sessions, orientation meetings and business development.

The Clinic Director has responsibility for the following areas:

- Implementing and creating the Allevio Culture
 - Facilitating Positive/Open/Honest communication
- The Clinic's efficiency and profitability
- Leading new employee and physician orientations, including orientation of EMR
- Practice Management
 - Establish and maintain the community involvement and visibility of the Allevio Clinic in our geographical area, and through social media
 - Establish and maintain the patient flow and an outstanding patient / caregiver experience with the Allevio Clinic, including intake and pain score support for patients
 - Understand and manage all OHIP billing through our EMR, quickly coordinate billing correction with physicians as needed, and learn OHIP codes to be able to suggest fees to physicians
 - Facilitate correspondence of medical referrals
 - Compile and manage medical reports and charts
 - Manage medical inventory with nurses, set maintenance for medical equipment
- Allied and Administrative Management



- Order medical supplies, allied service supplies and office supplies
- Process payments for allied services and conference room services
- File and manage Insurance company reports and billings
- Knowledge of and coordination with all 3rd party suppliers and partners for the clinic
- Ensuring excellent staff communication
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- Successful delivery of the Allevio Program and other future offerings
- Employee personal development
- Health/Safety of employees

The Clinic Director will report directly to head office / COO in ensuring that the business succeeds, but will also constantly liaise with the Medical Director to ensure quality of service and care for partitioners.