



Planned Parenthood of the Heartland

**Planned Parenthood of the Heartland
Iowa City, IA
Assistant Clinic Manager – (LPN or RN)**

Planned Parenthood of the Heartland has an excellent opportunity for a Licensed Practical Nurse (LPN) or a Registered Nurse (RN) to further their career as an Assistant Clinic Manager at our Iowa City health center. The Assistant Clinic Manager will manage daily clinic activities with an emphasis on patient flow, productivity, timely service, efficient employee scheduling, and compliance activities.

Additional duties for the Assistant Clinic Manager include but are not limited to the following:

- Work a position in the health center
- Work with center manager to monitor patient numbers and continuously evaluate ways to ensure goals are met
- Recommend and implement methods to develop teamwork and efficiency among staff
- Organize and implement training schedules for new staff and serve as primary trainer for clinic assistants
- Oversee management of inventory and equipment maintenance
- Meet established standards for productivity and expense management
- Work with center manager and medical staff to schedule and administer compliance activities ranging from protocol updates to audits
- Serve as contact person for all routine issues

This is a full-time position. *Tentative schedule: Monday 8:30a- 5p, Tuesday 8a-4:30p, Wednesday 7:30a-4p, Thursday 10:30a-7p, Friday 8:30a-5p*

Job qualifications:

- Graduate of an accredited school of nursing
- Licensed as a Practical or Registered Nurse in Iowa
- 2 – 5 years of progressively responsible experience in a medical setting or related field required
- Background check required for employment

Benefit package includes:

- FREE reproductive health services, including birth control
- Paid Vacation Days
- 9 Paid Holidays
- Medical/Dental/Vision
- Life/Short Term and Long Term Disability Insurance
- Flexing spending accounts
- Employee Assistance Program
- 401(k) match



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DIVERSE CANDIDATES ENCOURAGED TO APPLY

Planned Parenthood of the Heartland is a tobacco-free workplace and an Equal Opportunity Employer

To apply for the Assistant Clinic Manager (LPN/RN) position, please submit your resume and cover letter to resumes@ppheartland.org or mail to PPHeartland, Human Resources Department, PO Box 4557, Des Moines, IA 50305.