WTL HEALTH CLINIC, INC.

WTL HEALTH CLINIC WEBSITE — JOB POSTING

Director of Operations

WTL Health Clinic, Inc. — Pawtucket, Rhode Island. Telecommuting allowed.

Responsibilities

- Develop and implement outreach strategies to raise awareness of WTL Health Clinic's services among underserved populations.
- Build and maintain partnerships with local organizations, faith-based groups, businesses, and community leaders to enhance collaboration.
- Organize and participate in community events, health fairs, and educational initiatives to promote WTL's mission.
- Assist the Executive Director to identify and prepare proposals for funding opportunities, including grants, sponsorships, and individual donor contributions, to support clinic operations.
- Assist the Executive Director to oversee daily operations including patient flow, scheduling, and coordination between medical, administrative, and volunteer staff.
- Assist the Executive Director to manage staff and volunteers by hiring, training, supervising, and supporting employees and volunteers.
- Assist the Executive Director to develop and monitor budgets, and manage clinic expenses.
- Review compliance and quality standards and work collaboratively with senior staff to ensure the clinic follows healthcare regulations, safety protocols, and ethical standards.

Minimum requirements

Bachelor's degree in Sociology (or foreign equivalent) or related field, plus one (1) year of experience in team coordination and stakeholder engagement.

Apply by sending a resume to Akosua Dankwah, Executive Director, WTL Health Clinic, Inc., 59 Prospect Street, Suite A, Pawtucket, RI 02860; akosua.dankwah@wtlhealthclinic.org.