San Pasqual Economic Development Corporation
Job Vacancy

Position Title: Clinic Administrator	**Posting Date: 10/21/2026**
Position Reports to: Chief Executive Health Director	**Employment Category: Full-Time/Exempt**
Salary: Commensurate with Experience	**Closing Date: Until Filled**

POSITION SUMMARY

The Clinic Administrator is responsible for overseeing the daily administrative and operational functions of San Pasqual Health Clinic to support efficient, patient-centered healthcare services. The position supervises assigned administrative personnel, coordinates patient access and scheduling, supports financial and billing operations, and ensures administrative practices follow applicable Tribal policies and healthcare requirements. The Clinic Administrator works closely with the Chief Executive Health Director, Medical Director, and clinical staff to support the programs, services, and activities (PSAs) outlined in the Tribal Health Plan.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Oversees daily clinic administrative operations, patient registration, appointment scheduling, referrals, and front office workflow.
- Supervises, trains, schedules, and evaluates assigned administrative staff; coordinates personnel matters with Human Resources.
- Develops, reviews, and implements administrative procedures to improve efficiency, service quality, and patient experience.
- Coordinates with the Medical Director and clinical team to ensure administrative processes support timely, safe, and effective patient care.
- Oversees insurance verification, billing coordination, claims follow-up, and revenue cycle processes, as applicable.
- Assists with clinic budgets, purchasing, inventory, vendor coordination, and monitoring operational expenditures.
- Maintains accurate administrative records and supports effective use of electronic health record (EHR) and practice management systems.
- Handles patient service concerns within assigned authority and escalates clinical matters to appropriate licensed professionals.
- Supports administrative compliance, confidentiality, privacy, infection prevention procedures, and readiness for audits or inspections.
- Collects and reviews operational metrics and recommends improvements in patient access, staffing, workflow, and resource utilization.
- Participates in meetings, community health activities, and planning for programs, services, and activities.
- Prepares operational reports.

Note: Nothing in this job posting restricts management's right to assign or reassign applicable duties and responsibilities for this position at any time.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree, preferably in Healthcare Administration, Business Administration, Public Health, or a related field; or an equivalent combination of education, training, and relevant experience.
- Minimum of five (5) years of experience in healthcare, administration, medical office management, or outpatient clinic operations.
- Minimum of two (2) years of supervisory or management experience.
- Working knowledge of patient registration, scheduling, healthcare billing or insurance processes, and medical office workflows.
- Experience implementing administrative procedures and coordinating work across departments.
- Must possess a valid state driver's license.
- Must successfully pass a comprehensive background investigation, including a Public Law 101-630 background investigation, as applicable, and pre-employment and random drug testing in accordance with Tribal policy.

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

- Knowledge of healthcare administrative operations, patient access processes, and customer services practices.
- Ability to supervise staff, manage competing priorities, and maintain effective clinic workflows.
- Knowledge of sound financial management practices, budget monitoring, and purchasing controls.
- Ability to collect and analyze operational data, identify service deficiencies, and recommend improvements.
- Ability to maintain strict confidentiality in accordance with applicable privacy requirements and Tribal policies.
- Strong communication, leadership, organizational, problem solving, and decision-making skills.
- Ability to collaborate effectively with medical providers, staff, patients, and Tribal departments.
- Proficiency with office software and ability to learn EHR and practice management systems.

PREFERRED KNOWLEDGE, SKILLS, AND COMPETENCIES:

- Master's degree in Healthcare Administration, Business Administration, Public Health, or a related field.
- Knowledge of Native American cultures and culturally appropriate healthcare delivery.
- Experience working with Tribal health programs, Tribal governments, or Native American communities.
- Experience with healthcare revenue cycle management, third-party reimbursement, and quality improvement initiatives.

WORK ENVIRONMENT

- Work is primarily performed in a professional office and healthcare clinic setting.
- May be exposed to infectious diseases, airborne particles, cleaning chemicals, and other potential workplace hazards in a healthcare setting.
- May encounter medical emergencies, emotionally stressful situations, and patients experiencing physical or emotional distress.
- Must follow established safety protocols, infection prevention and control procedures, and appropriate use of personal protective equipment (PPE).
- The noise level in the work environment is generally moderate.

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods and to walk, stand, reach, bend, and stoop as required for essential duties.
- Must be able to occasionally lift and carry up to ten (10) pounds.
- Ability to use a computer, keyboard, telephone, and other office equipment.
- Must possess fine motor dexterity and hand-eye coordination necessary to perform the essential functions of the position.

Individuals interested in applying for this position may submit their resume by email to hr@sanpasqualtribe.org or apply in person at 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the San Pasqual Band of Mission Indians' Policies and Procedures, preference in hiring, transfers, and promotions shall be given to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Tribal Members. 2. Spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal Descendants. 4. Other Native Americans 5. Non-Native Americans