



COMPANY OVERVIEW: Catholic Charities is the social ministry outreach of the Archdiocese of Washington. We believe in strengthening the lives of all in need by giving help that empowers and hope that lasts. Catholic Charities works to create a world in which every person is cherished, regardless of individual limitations, and strengthened in the use of personal gifts in order to reach his or her full potential as a valued member of the community. We are looking for exceptional people who share our vision and values.

Inspiring Hope. Building Futures.

JOB SUMMARY: The Director of Volunteer Medical Clinic directs and oversees the daily operations and administrative functions of the Volunteer Medical Clinic. The position performs healthcare and related clinical services, participates in strategic planning, ensures availability of resources to sustain the clinic, and fosters strong collaboration with volunteers and key stakeholders.

Supervisory Responsibility: Provides administrative supervision of 4 FTEs.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Direct and oversee the daily operations and administrative functions of the Volunteer Medical Clinic.
- Perform healthcare and related clinical services.
- Participate in strategic planning, ensure availability of resources to sustain the clinic, and foster strong collaboration with volunteers and key stakeholders.
- Engage and recruit volunteers in collaboration with the Office of Volunteers (OOV).
- Perform other job-related duties as assigned.

EDUCATION and EXPERIENCE:

- Master of Science degree as a Nurse Practitioner from an accredited school of nursing.
- Advanced Practice Registered Nurse (APRN) DC license.
- Current Basic Life Support (BLS) certification.
- Administrative and supervisory experience (at least one year).
- Two years of clinical experience, including at least 1 year of directly related community health/primary care experience.
- Program management and development experience (4 year).
- Fundraising experience.

SKILLS and COMPETENCIES:

- Bi-lingual English Spanish.
- Leadership skills and mission driven.
- Ability to supervise and train employees and foster a cooperative work environment.
- Skills in analyzing and interpreting policies, contractual language, and financial reports.
- Ability to establish and maintain program priorities.