



**JOB POSTING  
VOLUNTEERS IN MEDICINE  
CLINIC DIRECTOR**

**ABOUT US**

New Braunfels Christian Ministries (NBCM) is a faith-based nonprofit providing services through Volunteers in Medicine (VIM), a charitable clinic for local, uninsured adults. VIM provides compassionate, high-quality medical, dental and mental healthcare to individuals who are uninsured and otherwise medically underserved. VIM delivers whole-person care that addresses physical, emotional, and spiritual needs.

**OUR MISSION**

To share the love of Christ by investing in people.

Our mission is rooted in dignity, equity, and service—and we're looking for a leader who embodies these values.

**WHY JOIN US**

This position is not just a job—it's a calling to serve others and share God's love through compassionate healthcare. You will be part of a mission-driven team that believes healthcare is a human right and that compassion is the most powerful medicine. You will lead dedicated volunteer providers, nurture community partnerships, and make a tangible impact on the lives of those most in need. If you're ready to lead with heart and make a lasting impact, we'd love to meet you.

**SALARY & BENEFITS**

- Annual salary of \$65,000
- Paid Time Off, including Vacation, Sick, Holiday
- Medical, Dental and Basic Life (monthly premiums paid 100% by employer)
- Employer Retirement Contribution
- Exceptional work-life balance

## **POSITION SUMMARY**

The VIM Clinic Director is the heartbeat of our operations, responsible for overseeing day-to-day clinical functions, nurturing a collaborative team culture, and ensuring that every patient who walks through our doors feels seen, heard, and cared for. This role is ideal for someone who is passionate about nonprofit work, mission driven, thrives in dynamic settings, and is energized by serving others—especially those most in need. The clinic director will embody our faith-based values, champion the underserved, and drive strategic growth.

The VIM Clinic Director oversees operation of the Volunteers in Medicine clinic, implementing best practices for quality of care, continuum of care, and support for the physical, behavioral, and emotional health of patients. The Clinic Director is responsible for staffing, budgeting, legal compliance, and recruiting volunteer medical and dental providers. This person exemplifies Christlike character in both personal and professional life, upholding Biblical values in attitude, speech, conduct, and lifestyle.

## **REQUIRED EDUCATION, SKILLS AND EXPERIENCE**

1. Bachelor's Degree in Healthcare Administration or comparable field
2. Leadership experience in a healthcare setting
3. Knowledge of healthcare regulatory and compliance requirements
4. Technical expertise of electronic medical records
5. Excellent math/verbal skills; data management
6. Proficient in computer applications including word processing, spreadsheets, database, and email
7. Strong administrative, communication, and conflict resolution skills

## **PREFERRED QUALIFICATIONS**

1. Experience managing a medical/dental practice or equivalent
2. Bilingual (English/Spanish)
3. Experience with Athena or Eaglesoft electronic medical records

## **PRIVACY PRACTICE**

1. All clinic employees must complete HIPAA training within 15 days of hire date
2. Annual trainings are required and provided by VIM including but not limited to HIPAA, OSHA, and CPR.
3. It is the employee's responsibility to comply with all privacy practices. Any infractions are subject to discipline and/or immediate termination.

## **CAPABILITIES**

1. Filter information as confidential, reportable, or necessary for communication according to federal law and NBCM policies
2. Effectively manage a wide array of tasks, projects, and responsibilities
3. Work productively in an unstructured environment with frequent interruptions
4. Work well with a diverse group of patients, staff, volunteers, and donors
5. Engage with others in a kind, respectful and professional manner

## **TIME COMMITMENTS (\*)**

1. Clinic days/hours are generally,
    - a. Monday-Thursday 7:45am-5:00pm and Friday 8:00am-12:00pm
    - b. 36-40 hours per week, Monday-Friday
    - c. Full-Time, Year-Round
    - d. Salary, Exempt
  2. Must be available for meetings and events outside these hours as needed
  3. Must attend all staff meetings
  4. Must be available for scheduled building usage and maintenance calls
  5. Must be willing to adjust hours to accommodate the needs of the ministry
- (\*) Hours are subject to change at the discretion of the Chief Executive Officer.*

## **ENVIRONMENTAL/WORKING CONDITIONS**

1. Professional office setting
2. Ability to work under pressure and with a diverse population, including staff, physicians, clients, patients, and other members of the public
3. Frequent exposure to communicable diseases and other conditions common to a clinic

## **PHYSICAL/MENTAL DEMANDS**

1. Standing, sitting, walking, bending, stooping, twisting
2. Occasionally lift and carry up to 20 pounds
3. Occasional stress from dealing with multiple tasks

To apply, visit <https://nbc.org/employment/>