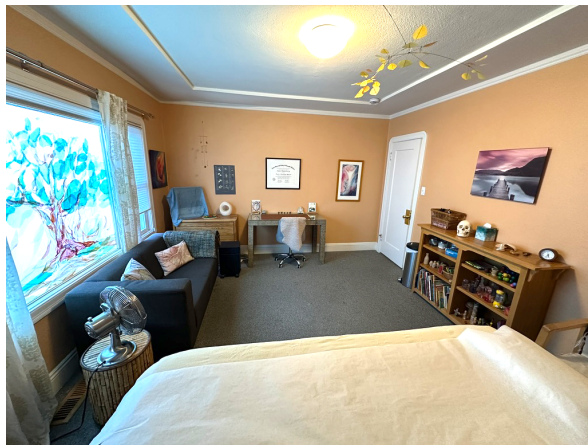


Office Manager (Part-Time) — Anthroposophic & Osteopathic Integrative Medical Practice

Live Oak Medicine | North Berkeley / Albany, CA | Start Date: October 1, 2026

18–21 hours/week | Mon/Tues/Thurs | \$28–32/hour



I am an anthroposophic and osteopathic physician seeking a warm, capable, and highly organized person to join my small medical practice as a Part-Time Office Manager.

Because of the nature of the practice, I am especially interested in finding someone who has a connection to **Anthroposophy/Waldorf education, osteopathy, homeopathy, herbal medicine, or related work**, and who feels at home with the values that arise from these traditions.

Our approach to medicine places importance not only on what we do, but on **how we do it**. We value slowing down, being present, listening carefully, treating each person with openness, dignity, and respect, and creating an environment in which people feel genuinely seen and cared for.

About the Role

The position combines patient care coordination, medical office administration, and practical oversight of the office itself. It requires someone who enjoys both **people and details**—someone who can warmly greet a child or elderly patient, patiently help someone with a scheduling question, keep track of invoices and inventory, notice when something needs attention, and take the initiative to address it.

The Office Manager supports the physician, Dr. Carmen Hering, and patients directly, with occasional administrative coordination for an anthroposophic nurse and art therapist. Several

other independent healthcare practitioners share the building, so friendly and respectful communication around shared spaces is also important.

We are looking for someone who can remain grounded and attentive while managing multiple responsibilities, solve everyday problems independently, and know when to ask for help.

Responsibilities

Patient & Practice Administration

- Create and maintain a calm, organized, and welcoming environment for adults and children
- Manage phones, texts, emails, patient communications, and online scheduling
- Prepare weekly superbills and invoices and process payments daily
- Prepare patient charts and exam rooms as needed
- Maintain accurate documentation and patient records
- Communicate as needed with laboratories, imaging facilities, pharmacies, outside providers, and other healthcare organizations
- Provide occasional administrative coordination for the practice's anthroposophic nurse and art therapist

Financial & Office Administration

- Perform basic bookkeeping, invoice audits, and simple reports, coordinating with our accountant and bookkeeper
- Make biweekly bank deposits
- Monitor office, clinical, and supplement inventory and place routine orders
- Attend weekly staff meetings

Care of the Office & Facility

- Take responsibility for the practical day-to-day functioning of the office and help maintain an orderly, pleasant, and cared-for environment
- Communicate with the property manager regarding maintenance, repairs, utilities, and other facility concerns
- Troubleshoot routine equipment, internet, utility, and technology issues and coordinate outside assistance when needed
- Communicate respectfully with other independent practitioners regarding shared spaces and resources
- Coordinate with cleaners and occasionally handle garbage and recycling as needed
- Run occasional local errands to support office operations

Qualifications

We are looking for someone who combines **warmth and presence with practical competence and reliability.**

- Familiarity with or genuine interest in **Anthroposophy/Waldorf education, osteopathy, homeopathy, herbal medicine, or related fields**
- Appreciation for a human-centered approach that values presence, careful listening, dignity, respect, and ongoing self-development
- Strong administrative and organizational experience; medical or clinical experience strongly preferred
- Excellent communication skills, attention to detail, and follow-through
- Ability to prioritize, work independently, take initiative, and solve everyday operational problems
- Knowledge of HIPAA requirements; EMR experience preferred
- Comfort with online platforms and Mac computers
- Dependable, punctual, and able to maintain a consistent three-day-per-week schedule
- Excellent professional references

Deep knowledge of Anthroposophy is not required. More important is a genuine resonance with these values and an interest in supporting a medical practice working out of them.

Compensation & Benefits

\$28–32/hour, depending on experience and qualifications.

- 24 hours of paid sick leave annually
- Complimentary anthroposophic and osteopathic medical care, up to 8 visits per year
- Supplements and remedies available for purchase at cost
- SIMPLE IRA retirement plan after two years of employment, with employer matching contributions up to 3% of annual compensation

To Apply

If this work and way of working resonate with you, I would be very glad to hear from you.

Please email a **cover letter, resume, and references**. In your cover letter, please tell me a little about your connection to Waldorf education, Anthroposophy, integrative healthcare, or other experiences that draw you to this position.