



JOB DESCRIPTION

CLASSIFICATION: Exempt

POSITION TITLE: **Clinic Director**

**PROGRAM NAME/
LOCATION:** West Salem Clinic
1233 Edgewater St NW

EMPLOYMENT STATUS: Full Time

SUPERVISOR: Executive Director

FUNCTION:

Fiscal, personnel, program and grants management of multi-provider, multi-site clinics.

SUPERVISORY DUTIES:

Hires, coaches and counsels direct employees based on established policies, procedures, protocols, and personnel policy guidelines. Develops, approves, implements and maintains a consistent set of department/function policies, procedures and protocols that meet regulatory and accrediting standards. Designs and consistently implements and updates a department/function orientation and competency certification system for all categories of department/function personnel. Identifies and facilitates a department/function training process that addresses individual and group training needs. Participates in the organization's quality improvement program and consistently performs assigned quality improvement activities.

GENERAL DUTIES:

- 1 Performs duties assigned by the Supervisor.
- 2 Meets established timelines.
- 3 Meets established attendance criteria and starts work promptly.
- 4 Knows and consistently implements all approved policies, protocols and procedures.
- 5 Regularly supports compliance and accreditation efforts as assigned including, but not limited to OSHA, Joint Commission, AAS and HIPAA and Behavioral Healthcare

Network.

- 6 Consistently supports the organization's mission as defined by the Board of Directors and the Executive Director.
- 7 Participates in required meetings and events.
- 8 With the immediate supervisor, sets and achieves annual goals for job performance improvement.
- 9 Monitors the entire work environment, ensuring the entire facility, indoors and outdoors, is kept as clean and orderly as possible.
- 10 Effectively participates as a member of the team and promotes teamwork.
- 11 Consistently demonstrates good use of time and resources.
- 12 Consistently interacts with clients and staff in a professional manner that reflects favorably on the organization and that is conducive to high productivity.

SPECIFIC DUTIES: (The first five are Core Competencies)

- 1 Responsible for coordinating West Salem Clinic Medical and Dental, and Total Health Community Clinic, programs and overall operations of the clinic. Provides direct supervision to department supervisors in medical records, nursing, and the business office. Works closely with the Medical Director in providing direction/supervision to the medical staff.
- 2 Responsible for monitoring program goals, grant compliance, and budget of Clinic.
- 3 Oversees ordering, purchasing and inventory of supplies and equipment for the West Salem and THCC Clinic's working within the limitations of the budget.
- 4 Writes and submits BPHS single grant applications annually. Responds to Bureau inquiries and liaison with Bureau project officer.
- 5 Recruits and retains quality professional staff, including but not limited to; Medical Doctors, Physician Assistants, Nurse Practitioners, and Registered Nurses. Responsible to enhance all morale and maximize provider productivity.
- 6 General responsibility and supervision for personnel in the Clinics.
- 7 Furnishes a written report including but not limited to statistical reports on a monthly basis to the Executive Director and the Board of Directors. Prior to reporting to the Board of Directors, the Clinic Operations Manager will share the information to be presented with the Executive Director.
- 8 Reviews all West Salem and THCC clinic's job descriptions and salaries on a regular basis as directed.
- 9 Attends Corporation management team meetings.
- 10 Reviews, updates, and supervises Clinic charges for various programs including; billing charges, patient flow and appointment scheduling on a regular basis.
- 11 Maintains a compatible working relationship with the Executive Director.

- 12 Hold Clinic staff meetings on a regular basis.
- 13 Is available to discuss any issues regarding the West Salem and THCC Clinic's with staff.
- 14 Acts as a community liaison and public relations person for the West Salem and THCC Clinic as directed by the Executive Director.
- 15 Pursues grant foundation and contracting opportunities to expand clinic services and enhance revenue generation.
- 16 Maintains strict confidentiality.
- 17 Functions as Agency Infection Control Officer.

QUALIFICATIONS:

- 1 Graduate level degree in health-related field desirable, or compatible experience in lieu thereof.
- 2 Two to five years' experience in management of multi-provider office or medical clinic, including supervisory experience. This experience must be within the last six years.
- 3 Proven ability and background to administer and monitor budget.
- 4 Knowledge of federal grants desirable.
- 5 Strong personnel management experience.
- 6 Must be bondable.
- 7 Valid Oregon driver's license and proof of automobile insurance.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF POSITION:

- 1 The physical activity of this position may include: sitting, stooping, kneeling, crouching, reaching, standing, walking, picking, pinching, typing, and lifting.
- 2 The worker is subject to both inside and outside environmental changes.
- 3 Light work, Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.

HAZARDS OF POSITION:

- 1 The worker is exposed to infectious diseases
- 2 The worker is exposed to unpredictable behavior
- 3 TB testing - moderate risk
- 4 Hepatitis B testing - low risk