

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Health Programs
Job Description

Job Title: Clinic Director

Reports to: Chief Executive Officer

Area of Responsibility: Overall leadership, planning, and management for all facets of the CAPWN Clinic (Medical, Dental and Behavioral Health) ; development and management of program budgets in collaboration with Chief Financial Officer; maintain responsibility for internal and external communications representing CAPWN Clinic programs with approval of the Chief Executive Director.

Major Duties:

1. **Supervision** of key senior Clinic management personnel as indicated by organizational chart. Encourage team management and problem-solving and positive feedback for individuals, units and all Clinic programs.
 - Assist Human Resources with ***recruiting and hiring*** adequate staff for programs.
 - Develop and/or schedule ***staff training*** that enhances program compliance and encourages professional growth.
 - Utilize ***coaching and disciplinary*** procedures as necessary for staff under direct supervision
2. **Program management, planning and budgeting:** Direct the department management team in overall management, planning and budget activities, within Board policies including:
 - Development of long and short range planning and budget recommendations for both internal and external purposes.
 - Monitoring of Clinic and specific health related programs progress against both internal and external expectations (plans, budgets, quality assurance).
 - Management of all Clinic program activities and development of procedures, protocols, policies, and staffing patterns to carry out organizational plans and goals. This includes recruitment, training, development, assignment, and evaluation of staff.
 - Ensure that Clinic obtains adequate funding through a variety of appropriate sources and manage programs within the guidelines of these funding sources and parameters of those budgets.
 - Develop and expand, where appropriate, Clinic's ability to receive third party pay for provided services; involve the Clinic in "managed care" as it evolves and as appropriate to the mission and activities of CAPWN.
 - 2. Functioning as an integral team member, work to keep patients at the center of the health care system by ensuring care that is accessible, continuous, comprehensive, evidence-based, family-centered, coordinated, compassionate, and culturally effective
 - Be cognizant of community needs and develop programs as guided by the mission and role of CAPWN.
3. **Agency Collaboration:** Work closely with Chief Executive Officer and CAPWN department directors in collaborating on health and human services activities within the policies established by the Board of Directors.
4. **Community Collaboration:** Engage in community partnerships and collaborative efforts that increase and maintain program visibility.

5. Other duties as assigned.

Supervises and Guides: Health programs management team

Working Conditions:

- Office 70%, 30% training, meetings, and community interaction.
- Work requires ability to meet tight timelines.
- Work in a fast-paced program with many interruptions and interactions.
- The noise level in the work environment is average.
- Some evening and week-end hours.
- Frequent out of town travel.

Physical Requirements:

- Ability to bend, stoop, squat, crouch, push and pull file drawers.
- Fine manipulation of hands for repetitive action.
- Operate office machines.
- Must regularly talk, hear and have close vision ability.
- Occasionally lifting and carrying up to 25 pounds.

Minimum Qualifications:

Grade 9:

1. Education and Experience:
 - a. Bachelor's degree in Nursing or Health Administration, Public Administration, or related area; with 5 years supervisory experience; and 5 years' experience in community programs, non-profit, or related experience OR
 - b. Master's degree in Nursing or Health Administration, Public Administration, or related area; with 2 years supervisory experience; and 2 years' experience in community programs, non-profit, or related experience
2. Age 21 or above.
3. Valid driver's license and good driving record and insured vehicle.
4. Experience with diverse cultures and educational backgrounds.

Grade 10:

1. Meet the minimum (1a OR 1b) qualifications above;
2. Two years' experience in managing a health care facility, public health program, or related programs of similar focus and budget

Grade 11:

1. Meet the minimum qualifications above;
2. Four years' experience in managing a health care facility, public health program, or related programs of similar focus and budget

Grade 12:

1. Meet the minimum qualifications above;
2. Greater than seven years' experience or specialized training.