

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Clinical Health Programs
Job Description

Date: October 2018

Salary Grade: 5-8

Exposure Determination Category: 3

Chart: 3 Exempt

Job Title: Primary Care Clinic Director

Reports to: Chief Executive Officer

Area of Responsibility: Plans, directs, and coordinates management of the day-to-day operations of assigned departments and teams, while aligning work processes with organizational goals. Provide oversight for facilitating quality care to patients of all ages and cultural background. Directly responsible for the oversight of state-funded programs and staffing.

Major Duties:

1. Promote, oversee, and play an active role in patient care using the provider-led, team-based Patient Centered Medical Home Care Model
2. Monitors and ensures compliance with medical protocols and administrative procedures, HIPPA, CLIA, OSHA, and state and federal regulations
3. **Supervision:** of State-Funded programs 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
4. **Program management, planning and budgeting:** Serve as a leader and role model regarding leadership, team functioning, service excellence, 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 State-Funded programs progress against both internal and external expectations (plans, budgets, quality assurance).
 - Adheres to, reviews, and develops policies and procedures, making recommendations for improvements, updates, and/or changes to the Chief Executive Officer
 - Assist/facilitate grant writing and budget development and oversight of state health programs
 - Ensure that state-funded programs obtain adequate funding through a variety of appropriate sources and manage programs within the guidelines of these funding sources and parameters of those budgets.
 - Collaborates with Chief Financial Officer in developing and monitoring the budget for areas of direct responsibility
 - Be cognizant of community needs and develop programs as guided by the mission and role of CAPWN.
5. **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.

6. **Community Collaboration:** Engage in community partnerships and collaborative efforts that increase and maintain program visibility.
7. Other duties as assigned.

Supervises and Guides: State-funded Clinical Health programs

Working Conditions:

- Office 70%, 30% training, meetings, and community interaction.
- Work requires ability to meet tight timelines.
- Work in a fast-paced program with frequent 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 5:

1. Bachelor's degree in healthcare or business field, or related area; and 5 years' experience in community programs, non-profit, grant-writing or related experience
2. Two years' experience supervising staff
3. Age 21 or above.
4. Valid driver's license and good driving record and insured vehicle.
5. Experience with diverse cultures and educational backgrounds.

Grade 6:

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

Grade 7:

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

Grade 8:

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

Approved by Human Resource Director: _____ Date: _____

Approved by Chief Executive Officer: _____ Date: _____

