



Cow Creek Government Office

Position Description

Position Title: Clinic Director

Department: CCH&WC

Reports To: Health Services Officer

FLSA Designation: Non-Exempt

Date Written/Revised: 10/13/09, 11/2/15

POSITION PURPOSE: To aid the Healthcare Administrator and Assistant Healthcare Administrator in direct clinical operations of the Cow Creek Health & Wellness Center.

ESSENTIAL FUNCTIONS:

- Supervise medical staff including providers, nursing manager, front office manager, lab and radiology staff
 - Manage clinic staff work schedule
 - Coordinate the day-to-day operations work of the clinic staff and clinical staff managers; aid with the development of new programs to enhance the quality and access to cost-effective health care delivery of services, improving patient care strategies and assuring standards of medical care are of the highest level
- Work closely with the Clinical Quality Improvement Coordinator to manage the compliance and monitoring of clinical quality improvement activities to maintain AAAHC accreditation standards
 - Maintain, develop, and implement CCH&WC clinical policies and procedures, as needed. Enforce with medical staff the complying of all policies and procedures
 - Member of the QI Committee
- Attend IHS Clinic Director Meetings semi-annually
- Foster an environment that promotes trust and cooperation among all staff of the CCH&WC
 - Coordinate all clinical timesheets per pay period; work closely with CCH&WC managers and administrative staff to assure all policies and procedures pertaining to timesheets are followed
 - Preparation of clinical payments to vendors; coordination with administrative assistant for electronic payments
 - Assist Health Services Administrator with CCH&WC program planning, implementation and evaluation, as requested.
 - Assure the EHR system is fully implemented
 - Participate in administrative and staff meetings
 - Coordinate with front office and nursing managers re: clinic flow, business operations, conflict resolution issues and all aspects of healthcare clinical business.
 - Consult with Purchase & Referred Care, Billing, Education and other ancillary departments in matters of clinic business.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

- Experience working in a clinic setting with 2 years management; required.
- Ability to work successfully with a wide variety of people with the ability to communicate both verbally and in writing; problem solving, results oriented and innovative skills; required.
- Knowledge of HIPAA privacy and confidentiality guidelines; required.
- Knowledge of Indian Health Services program; strongly preferred.
- Experience in grant writing, management and reporting; preferred.

QUALIFICATION STANDARDS:

Education:

Bachelor's Degree or higher, required.

Experience:

Two to four years of supervisory experience in area of healthcare management, required.

License or Certificate:

Healthcare business, clinical licensure/certification and/or degree, required

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls?)

2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?)

3. **WALKING** - (Percent of time or hours per day? Surface? Distance?)

4. **POSITIONS** - (Can worker change positions frequently? Occasionally?)

5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?)

6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?)

7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?)

8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?)

8. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?)

9. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?)

11. **CRAWLING** - (Surface? Frequency? Distance?)

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals. communicable disease, etc.)

<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE _____ DATE _____

SUPERVISOR _____ DATE _____

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.