



Greater Elgin Family Care Center

Greater Elgin Family Care Center Job Description

Job Title: Clinical Director
Department: Operations
Reports To: COO
Prepared By: COO
Prepared Date: March 2013; February 2015; February 2016

SUMMARY

The Clinical Director is responsible for daily oversight of clinic operations of Greater Elgin Family Care Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Has primary responsibility for ensuring smooth clinic operations through daily oversight.

Day-to-day responsibility for the timely and correct submission of all staff paperwork and documentation (eg: QA,CDA, progress notes, performance evaluations, etc...).

Provides all forms of leadership, supervision, direction, training and role modeling to clinic staff, including developing and leading of weekly meetings and providing supervision of direct report staff.

Participates in the implementation of all Joint Commission, GEFCC and other indicated policies, procedures, protocols and standards as they relate to the provision of health care services under the direction of the COO.

Assist in the recruitment and hiring of a cadre of specialty-diverse and adequately experienced nursing staff.

Ensures health care operations meet all elements of all program plans, objectives, systems, policies, procedures, directive and contractual agreements.

Supports the QI/QA Program/Plan and the provision of high quality patient care.

Reports to all scheduled work sites and shifts on time and fully prepared to engage in all job responsibilities; location of work sites and shifts will change at the discretion of the supervisor.

Engages in all offered trainings, consultations and supervisions made available. Fully and professionally responds to and implements directives and advice offered by all supervisory and training personnel, as well as professionally offered feedback from coworkers.

SUPERVISORY RESPONSIBILITIES

Manages all Clinical Operations professionals. Is responsible for the overall direction, coordination and evaluation of these programs and staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing; hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and solving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION AND/OR EXPERIENCE

Graduate of an accredited school with a Bachelor of Science or Bachelor of Arts in related field is required.

Graduate of accredited registered nurse program preferred.

R.N. licensure in State of Illinois preferred.

2-4 years experience working in a Community Health Center preferred.

Excellent communication, including writing skills required.

Strong computer literacy and ability to effectively use various software programs required.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodical, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure/training manuals. Ability to effectively present information and respond to question from groups of managers, clients' customers and general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic concepts of algebra.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited health information exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

JOB KNOWLEDGE

Ability to use technical skills and apply knowledge necessary for this position.

QUALITY

Ability to demonstrate accuracy and thoroughness while performing the duties of the position.

SAFETY AND INFECTION CONTROL

Be knowledgeable about and follow Greater Elgin Family Care Center’s safety policies and procedures.

CERTIFICATE, LICENSES, REGISTRATIONS

None.

OTHER QUALIFICATIONS

Reliable vehicle to report to work.

Ability to work late evening hours.

Ability to work some weekend hours.

Pleasant disposition and ability to communicate effectively with co-workers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl, and taste and smell. The employee many occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Additionally, the employee is occasionally required to work in and/or travel to various communities of different social, economic and ethnic backgrounds. The noise level in the work environment is usually moderate.