

# Cascade County

## Job Vacancy Announcement

<b>Position: Clinic Manager</b>	<b>Closing Date: Open Until Filled</b>
<b>County Dept.: Community Health Care Center</b>	<b>Dept. Admin.: Leslie Southworth</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$40,000-\$50,000 DOE</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

The Clinic Manager is responsible for the successful day-to-day management and operation of the health center clinic.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Clinic Manager coordinates daily clinic activities ensuring organized and smooth operations to include staff and provider scheduling, after hours call, leave, patient flow, screening calls for CHCC providers, overall management of patient satisfaction and risk management; builds strong positive communication with providers and works as a team to enhance the success of the health center; implements and administers policies, procedures, and protocols as developed by CHCC Administration and/or Cascade County or the CHCC Board of Directors; oversee the use of the electronic medical record system for tracking quality improvement activities and progress on quality measures; oversees the workflow of in-clinic or outside referrals to other community providers and organizations, hospitalization tracking and diagnostic test tracking; participate in care team huddles as needed; develops operating procedures for nursing and other support staff for review by the Medical Director; identified and implements opportunities to build employee morale and individual motivation; monitors and evaluates patient show rate and works towards maximizing community usage; participates in provider recruitment with the CEO and Medical Director; participates in the hiring of employees according to established policies. Monitors, coaches, develop and evaluate performance of staff on an ongoing basis in accordance with applicable performance standards; prepares reports as requested; oversees program initiative implementation such as meaningful use, patient centered medical home, etc. to ensure compliance and improvement; attends and participates in meetings and Quality Improvement activities as required; actively participates as a member of committees as requested; maintains confidentiality according to HIPAA; works as a team player with staff and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives of the health center program by serving as a role model; performs duties efficiently and effectively; follows agency and county policies and procedures; establishes and maintains productive working relationships with fellow employees, supervisors, and the public; other duties as required to successfully meet organization goals and objectives.

**Knowledge and understanding of:** Basic computer data entry; general office practices; community resources; cultural and linguistic sensitivity; HIPAA Privacy and Security Rules; safety policies and procedures.

**Skills in:** Excellent organizational and interpersonal communication skills; demonstrated ability to manage multiple priorities; ability to write reports, business correspondence and procedure manuals; Microsoft Excel, Word, Outlook, Windows, Internet, electronic medical record systems; customer service;

**Ability to:** Collaborate effectively in a team setting; maintain effective and professional relationships with patients and other members of the staff; respond calmly and effectively in a stressful or emergency/crisis situation; adapt to changes in the work environment; manage competing demands, changes in approach or method to best fit the situation; deal with frequent change, delays and or unexpected events; adhere to a high degree of confidentiality and sensitivity towards the families involved; maintain confidentiality and compliance with HIPAA privacy and security rules; work with patients with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner; work with people from all walks of life, such as individuals with various social and emotional histories, high risk, unemployed, and homeless, abused and people with mental health conditions; work independently with little direction but also with a team; read and comprehend materials; analyze and compile information; pass a criminal background check; observe required work hours; communicate effectively orally and in writing; demonstrate punctuality; meet established timelines and/or deadlines; observe established lines of authority; identify problems that adversely affect the organization and its functions; offer suggestions for improvements.

## EDUCATION AND EXPERIENCE

*The above is typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have:*

- Bachelors of Science in Nursing Degree required **and**
- 3-5 years of Experience in a primary health care setting or equivalent.

***Licensure:***

- State of Montana Nursing License.

*The successful applicant shall serve a 6-month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**