

## **Northwest Colorado Health**

### **Senior Director of the Community Health Center**

#### **General Statement of Duties:**

An exempt, executive position which plans, directs, and provides clinical oversight of the Community Health Center, ensuring the delivery of high-quality patient care and compliance with regulations.

#### **Supervision Received:**

Reports to the Chief Operating Officer.

#### **Supervision Exercised:**

Directly supervises and manages health center staff, including Medical Director, Dental Director, Behavioral Health Director, Director of School Based Health, Practice Managers and other designated employees.

#### **Essential Functions:**

1. Oversight of Health Center operations
  - Oversee all patient care and administrative operations and ensure efficiency.
  - Manage departmental budgets and allocating resources effectively.
  - Act as a liaison between patients, families, and staff
  - Maintain confidentiality in accordance with policies and procedures
2. Management of Health Center programs
  - Continually evaluates current programs for ongoing viability or modification in alignment with agency mission and community response.
  - Recommends new programs or service enhancements based upon evaluation of community and health center needs and available resources.
  - Initiates contacts for new program development and to promote established programs
  - Establish relationships with potential partners; seek out strategic formal or informal affiliations as appropriate
  - Provide support in an agency joint venture, collaborative, and contractual relationships.
3. Staff Management and Leadership
  - Foster a positive and productive work environment
  - Recruit, hire, train and supervise assigned staff
  - Lead and manage teams to achieve strategic goals
  - Provide guidance and support to clinical directors
4. Quality Assurance and Compliance
  - Develop and update all policies and procedures for the Community Health Center.

- Ensure adherence to clinical protocols, legal guidelines, quality standards, internal policies and relevant State and Federal regulations.
- Monitor clinical performance metrics, identify areas for improvement and implement quality improvement initiatives
- Ensure staff knowledge and utilization of all guidelines, workflows, policies and procedures
- Support clinical directors with monitoring and assessing the quality of clinical care

*This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.*

### **Education:**

Bachelor's degree in health-related field or health care administration required. Master's degree preferred, not required.

### **Experience:**

Clinical healthcare experience and two years' experience in health care administration required, five preferred. Experience in a Community Health Center setting preferred.

### **Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license
2. Current CPR certification
4. Current immunization history, after job offer and before starting job
5. Current state licensure or certification in health care field

### **Skills:**

1. Strong leadership, communication, interpersonal, organizational, analytical, and problem-solving skills
2. General office skills
3. Budget preparation and reporting.
4. Public speaking and public relations

### **Knowledge:**

1. Knowledge of clinical operations, public health programs
2. Thorough understanding of health care environment
3. Knowledgeable and skilled in community education, public relations, fund development, grant/proposal writing, and communication principles and practices.

### **Abilities:**

1. Ability to develop and implement long-term strategies for clinical operations, aligning with the overall goals of the organization.
2. Effectively lead and manage clinical staff
3. Provides a positive approach to discerning opportunities for improvement or

- change, taking advantage of the situations, and functioning as a change agent.
4. Ability to identify and analyze complex clinical and operational issues, and make sound, timely decisions.
  5. Accepts responsibility of senior management team member with agency-wide purview and commitment to effective team functioning and results.

**Equipment:**

1. Daily use of telephone, copier, and other office equipment.

**Working Conditions:**

1. Position is in a well lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date,  
(Print Name)

I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_