

Northwest Colorado Health

Clinical Services Manager

General Statement of Duties:

Provides management and evaluates effectiveness of Community Health Center programs lead by RN's. Assures Community Health Center services lead by RN's provided in Moffat and Routt counties are of the highest quality and comply with all State and National standards. Assists Director of Community Health Center with clinical needs and direction. Suggests and participates in new program development.

Supervision Received:

Works under the general supervision of the Director of the Community Health Center.

Supervision Exercised:

Supervises Community Health Center RNs, Immunization staff, Care Managers and Care Management Program.

Essential Functions:

1. Assures for the provision of quality Community Health Center Nurse lead programs.
 - Administers Community Health Center nurse lead programs, ensuring adherence to the requirements of grant and federal/state regulations. Assists in preparation of required records and reports.
 - Provides clinical observation and feedback to Community Health Center nursing staff.
 - Maintains knowledge of trends and developments in the field of Community Health Center nurse lead programs
 - Work collaboratively with Northwest Colorado Health programs to provide comprehensive, integrated care to our communities.
2. Provides staffing for Community Health Center nursing programs as needed.
 - Develops and implements a comprehensive nursing care plan, involving the client, community agencies, state consultants and other appropriate health and human service providers.
 - Delegates appropriate functions.
 - Teaches and counsels clients.
 - Participates in intra and interagency policy development.
 - Pursues and continues professional development.
 - Documents in a timely and accurate manner.
3. Provides leadership and management to staff:

- Supervises designated Community Health Center nursing staff, delegating assignments and assisting staff in problem solving
 - Acts as a resource and role model to agency staff.
4. Participates in Performance Improvement process by:
- Collecting and analyzing data to determine needs of population in service area.
 - Using data to implement programs to meet client needs.
 - Identifying health care standards and outcomes to measure compliance with standards.
 - Utilizing results of satisfaction surveys and audits to improve performance and implement change.

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

Education:

Bachelor's Degree in Nursing by a school accredited by the National League of Nursing or equivalent combination of degree required. Advanced Degree preferred.

Experience:

1. Previous supervisory experience required.
2. Three years of experience in an ambulatory health care setting preferred.
3. One year of direct patient care experience required, three years preferred. One year Case Management experience, three years preferred.

Requirements:

1. Active Colorado RN license.
2. If car is used, must provide proof of adequate insurance coverage totaling a combined \$300,000 and valid Colorado driver's license.
3. Current CPR certification.
4. Annual TB Testing and/or Screening.

Skills:

1. Psychomotor skills to provide nursing care, including repetitive pinching, grasping, and manipulating (i.e. filling syringes) injections, in rapid succession.
2. Daily standing, squatting, walking, bending, and maneuvering in worksites, clinics which may not be barrier free.
3. Effective verbal and non-verbal communication skills.

Knowledge:

1. Thorough knowledge of nursing theory and practice.
2. Knowledge of Community Health Center nursing practice.

3. Knowledge of agency and community resources.

Abilities:

1. Heavy lifting over 50 pounds to carry supplies into clinic site and to transfer or turn pediatric and/or adult with or without assistive devices is required.

Equipment:

1. Equipment to be utilized may include oral thermometer, sphygmomanometer, syringes, and scales.
2. Office equipment includes telephone, computer, copier, fax machine on daily basis.

Working Conditions:

1. Work environment is variable, as care is performed in clinics, public locations, and nonmedical facilities or in homes. Lighting, acoustics, air quality, temperatures, and environmental hazards are not predictable.
2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

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

Signature of Employee: _____

Date: _____