**Job Summary:** Position is responsible for overseeing the nursing practice, clinic flow and daily operations of the Medical Clinic. This position develops and leads the philosophy, mission, purpose, policies and standards of practice excellence for clinical services.

**Supervisory and Other Relationships:** This position reports to the Deputy Director. This position is directly responsible for supervision of the Nursing Supervisor and [CHC] nursing staff.

**Examples of Essential Duties and Accountabilities:**

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of the required duties. Other essential duties may be assigned consistent with the general scope of the position.

1. Administrative duties and responsibilities might include:
   1. Working closely with the Chief Financial Officer in developing operating budgets and cost controls.
   2. Working closely with QI Director to continue quality assessment and improvement of patient care delivery processes and outcomes.
   3. Coordinating communication between team members and providers to ensure quality customer service.
   4. Developing and supervising the infection control program.
   5. Developing and participating in training and educational programs.
   6. Maintaining communication and working closely with the Deputy Director and the Medical Director.
   7. Ensuring compliance with all clinic policies and processes.
   8. Facilitating regular staff meetings.
2. Human Resources duties and responsibilities might include:
   1. Developing and implementing staff development and training.
   2. Participating in development of recruitment and retention strategies.
   3. Full spectrum personnel supervision, including interviewing, employee orientation, training, corrective action, performance appraisals, terminations, etc.

**Qualifications:**

Incumbents are required to have demonstrated basic knowledge and abilities in these areas:

* Proven leadership experience, excellent customer service skills, and teambuilding and collaboration skills.
* Ability to work independently, detail oriented, organized, work effectively under pressure, and meeting deadlines.
* Excellent computer and organizational skills.
* Demonstrated proficiency in written and verbal communication skills.
* Ability to communicate in person and on the phone.

These skills and abilities typically are required through a combination of experience and training, which would include a minimum Bachelor’s Degree in Clinical and/or Nursing and at least five (5) years progressively responsible, relevant managerial experience in an ambulatory setting. Successful equivalent experience managing a medical or dental clinic may be substituted year for year for education.

**Preferred Qualifications:** Masters Degree in Clinical, and/or Administrative Nursing Administration and/or Healthcare Administration

**Additional Job Requirements:** Current [State] RN License

**Work Environment:** Work is performed in an office environment within the clinic. Employee is required to participate in quality improvement and safety improvement activities.

**OSHA Category I:**  Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

**Typical Physical Demands:**

* Sitting for long periods of time.
* Occasional lifting up to 20 pounds.
* Frequent bending, walking, reaching and kneeling.
* Good eyesight and vision for close work/computer screens.
* Ability to communicate in person and on the phone.
* Frequent use of the keyboard requiring manual dexterity.
* Frequent writing requiring manual dexterity.