



## Job Documentation

<b>JOB TITLE:</b> Clinic Administrator	<b>JOB CODE:</b> 845
<b>DEPARTMENT:</b> CCCH Clinic	<b>STATUS:</b> Exempt
<b>SUPERVISES:</b> All Clinic & Specialty Departments	<b>ADDENDUMS:</b> NA
<b>REPORTS TO:</b> Chief Executive Officer (CEO)	<b>EFFECTIVE DATE:</b> July 2020
	<b>REVISED ON:</b> TBD

## PRIMARY FUNCTIONS

The Clinic Administrator oversees clinic operations by setting objectives, planning, staffing and directing activities. Ensures efficient, economic and quality performance to support or provide quality health care services. Recommends administrative policy changes and consults with and advises CCCH CEO of problems related to clinic operations. Responsible for communications with medical staff and the community. Supervises nurse manager with indirect supervision of all clinic staff.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

## QUALIFICATIONS

### Education and/or Experience

- Bachelor’s Degree in Healthcare, Business or related field required
- Healthcare experience required
- Three years in a supervisory position preferred
- Clinical experience preferred
- Rural Health Certification preferred, Required within 1 year of empl

## SIGNIFICANT DUTIES

- Oversees daily operations of the CCH
- Ensures that projects/clinic milestones/goals are met adhering to approved budgets
- In charge of patient relations, personnel administration and the facility’s fiscal management
- Understands healthcare laws and regulations, knowledge of insurances processes
- Establishes and maintains relationships with patients
- Effectively handles emergency situations
- Provides guidance to staff and runs the clinic professionally and profitably
- Ensures optimal patient care
- Hires and supervises personnel
- Participates in meetings within the clinic and throughout CCCH
- Participates as part of the CCCH leadership team



## GENERAL REQUIREMENTS

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- Demonstrates commitment to the organizational mission, vision and values
- Maintains patient confidentiality
- Promotes positive culture and accountability
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interaction with others
- Ability to add, subtract, multiply, and divide
- Ability to read, analyze, and interpret the most complex documents, financial reports, and legal documents
- Effective communication skills, verbal and written
- Ability to identify errors/define problems, collect data, establish facts, and draw valid conclusions
- Good organization skills with ability to meet deadlines
- Good problem-solving skills
- High level of attention to detail
- Appropriate handling of sensitive information
- Proficient technical skills and operational knowledge of equipment in assigned area
- Complies with the CCCH Service Excellence Standards
- Participates in professional growth and development requirements and opportunities by attending department meetings, participating in required and voluntary educational programs, training opportunities and in-service meetings
- Observes for and reports potential or actual process concerns and actively seeks resolution to the problem
- Meets the minimum annual educational/training requirements and participates in training opportunities to keep informed of changes affecting patient care and facility operations
- Shares knowledge and expertise by participating in training for co-workers and orientation of new staff
- Provides positive role model for co-workers
- Identifies and participates in CCCH committees, performance improvement and quality initiatives and other activities which support the health center and department operations
- Performs other duties as assigned

There will be opportunities for other duties as this position may evolve and policies and training may change. Reasonable accommodations will be reviewed and modifications may be made according to ADA guide lines.

Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

**Job Level 1 (Sedentary Work):** Exerting up to 10 pounds of force occasionally, and /or a negligible amount of force frequently. Involves sitting most of the time, but may involve walking or standing.



## Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely (0-25% of day)	Occasionally (26-50% of day)	Frequently (51-75% of day)	Continuously (76-100% of day)	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	

## SIGNATURES



This job description has been approved by all levels of management.

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Manager

Date

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HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Employee

Date