

POSITION DESCRIPTION

Title: Clinic Administrator

Exempt/Non-exempt: Exempt

Reports To: Medical Director and South Gilliam Co. Health District board of directors

Pay Grade/Range: \$60,000 to \$90,000

Pay Equity Group:

Effective Date: 7/17/2023

General Position Summary:

The Clinic Administrator is responsible for overseeing the day-to-day operations at the rural health center.

Essential Functions/Major Assignments:

Financial/Administrative duties

- The Clinic Administrator is responsible for a wide variety of financial duties including, but not limited to, accounts payable, accounts receivable, payroll and patient billing.
- Will oversee financial audits.
- Responsible for financial reporting for the clinic and public health department.
- Is responsible for the preparation of Medicare cost reports.
- Maintain Oregon Rural Health Clinic status including WRAP reports.
- Responsible for overseeing public health plans and reporting.

Management duties

- In coordination with the Medical Director, will be responsible for
 - Recruiting of staff including, but not limited to, screening and hiring of personnel
 - Management of staff including disciplinary action, hiring and firing
 - Development and enforcement of policies and procedures
 - Ensuring optimal patient relations
 - Examination and coordination of clinic activities to guarantee medical quality
 - Attention to accomplishing goals that promote high quality patient care
 - Assist with access to training and continuing education for all staff
- Will oversee workflow to assist employees in knowing their job responsibilities and delegated duties.
- Responsible for coaching employees by giving them constructive feedback to help perform certain tasks.

- Responsible for addressing inquiries and complaints from patients to a positive conclusion.
- Keeping track of employee's schedules and maintaining personnel records.
- Responsible for staff management including evaluations, managing of time off request, scheduling of staff, and onboarding of new staff.

Secondary Functions:

- All other duties as assigned.

Supervisory Responsibilities:

- Maintains full supervisory duties over clinic staff of 4-5 full time employees

Specific Job Knowledge, Skill and Ability:

- Knowledge of Quick Books accounting program
- Knowledge, skill and ability with payroll
- Knowledge of human resources rules and regulations
- Knowledge of Excel spreadsheets and their application
- Knowledge of insurance processes and government guidelines
- Strong interpersonal skills to effectively cultivate relationships with staff, patients, volunteers and other stakeholders
- Ability to organize, plan and prioritize workload involving multiple projects at one time
- Ability to communicate effectively to diverse audiences
- Strategic, critical thinking and problem-solving abilities
- Ability to attend trainings as necessary

Specific Job Effort:

- There is regular variation in tasks and the Clinic Administrator must decide which tasks to complete as well as the order in which tasks are completed

Education and Experience:

Required

- High school diploma or equivalent
- Previous supervisory experience

OR

- An equivalent combination of education, training and experience sufficient to successfully perform the essential duties of the job.

Desired Qualifications:

- Previous medical administration experience
- Previous Rural Health Clinic management
- Previous experience managing payroll
- Bachelor's degree

Job Conditions:

- The standard working schedule is Monday through Friday during regular office hours with little deviations from schedule without advanced notice.
- This position operates in a professional office environment.
- Routinely uses standard office equipment, especially computers and mobile devices.
- In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers to handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear.
- The employee must occasionally lift or move office products and supplies, up to 20 pounds.
- This position may require travel, including overnight.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or and expressed or implied employment contract. The Board of Directors has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential function of my position.

Employee Signature

Date

Board of Directors Approval

Date