



COWLITZ INDIAN TRIBE
DEPARTMENT OF HUMAN RESOURCES
JOB ANNOUNCEMENT

HEALTH CLINIC MANAGER

POSITION DESCRIPTION

Title: Health Clinic Manager

Schedule: Monday through Friday, 8 am to 5 pm

Location: Longview, WA

Classification: Full-time

Opening Date: December 12, 2018

Salary Range: \$30.50 to \$40.50 DOE

Closing Date: December 28, 2018 or until filled

Position Summary: This is a full-time position located in Longview, WA. This position serves as the Manager of Medical Clinic Operations for the Cowlitz Indian Tribe's medical clinic. The position oversees all operations which includes medical support, nurses, diabetes/wellness program and scheduling of providers. The clinic manager is also responsible for overseeing medical records, billing and reception staff.

Essential Duties and Responsibilities

Works with the Health Director to establish/implement goals, objectives, policies, procedures and systems for the medical clinic and support services.

Actively participates in the development and implementation of long-range plans and budgets.

Selects, trains/orients, and supervises clinic personnel on electronic health record, notes, and timely documentation.

Responsible for work assignments and daily operations of all supervisees.

Works with the Health Director to set productivity goals for clinic operations.

Completes yearly performance evaluations of subordinates and recommends merit increases, promotions and disciplinary actions.

Resolves problems in administrative areas and ensures compliance with regulations and standards.

Ensures the clinic operations meet AAAHC standards regardless of accreditation status.

Develops annual operating budget and monitors expenditures.

Ensures that the clinic operates in a cost-effective manner.

Ensures that clinic equipment is validated as required.

Ensures that all clinic supplies are ordered and ensures that adequate supply is available.

Actively participates in HHS Management, Information Technology, Quality Improvement Teams.

Serves as a representative on the Management Team.

Resolves patient complaints in a timely manner.

Ensures clinic operations are provided in a culturally respectful manner.

Works with clinic staff to ensure quality patient care and services are provided.

Submits monthly progress report to Health Director

Supervisory Responsibilities

The Clinic Manager has direct supervisory authority of medical assistants, registered nurses, diabetes educator, advanced practice nurses, patient registration manager, medical records manager, billing manager and community health representative. The clinic manager works directly with the medical director to ensure that medical/clinical duties are performed within the standards of practice and scope for providers.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Minimum education requirement is bachelor's degree in business management, health administration, or other related field, Associate Degree with 5 years' experience managing in a health care facility in lieu of education.

Five (5) years' experience working in a supervisory capacity, preferably at an Indian Health System (IHS, Tribal, Urban) program or culturally diverse program.

Preferred Qualifications:

Master's degree in business management, health administration, or other related field preferred.

Language Skills

Ability to read, analyze, and interpret the most complex documents such as AAAHC manual, Coding, legislation etc.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write memos or policies using original or innovative techniques or style.

Ability to provide directions in a clear and concise manner.

Mathematical Skills

Ability to comprehend basic algebra and business math.

Ability to analyze patient data and adjust as needed.

Reasoning Ability

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Ability to deal with a variety of abstract and concrete variables.

Ability to deal with difficult patients and staff.

Computer Skills

Must have intermediate level of expertise utilizing Word, Excel, and other EHR programs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift 30 lbs., vision is can be corrected to 20/30, grasp small objects and fine manipulation (utilizing a key board).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work is most often in office setting and is sedentary.

The noise level in the work environment is usually moderate.

This is a complex position and requires the ability to think and act quickly.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail or fax resume and cover letter to:

Human Resources Department

Cowlitz Indian Tribe

P.O. Box 2547

Longview, WA 98632

Fax: (360) 578-1641

