



Public Health

Prevent. Promote. Protect.

Taney County Health Department
An Accredited Local Public Health Department

TANEY COUNTY HEALTH DEPARTMENT POSITION DESCRIPTION

JOB TITLE: Clinical Division Manager

DIVISION: Clinical

IMMEDIATE SUPERVISOR: Director

STATUS: Exempt

ESSENTIAL FUNCTIONS

- I. Management of Clinical Division Activities** **60% of Time**
- a) Responsible for the direct supervision of Clinical staff ensuring they have the support and resources needed to complete their jobs in a professional manner
 - b) Assist and support all human resources functions for clinical staff including hiring, coaching, and disciplinary action; maintains appropriate documentation; and ensures compliance with all TCHD policies and requirements
 - c) Recommends and develops program goals, objectives, policies, procedures, and protocols and advises staff on the interpretation and application of department policies and protocols
 - d) Plans, organizes, administers, and supervises public health nursing services, programs, and activities
 - e) Provides or recommends training for clinical division staff
 - f) Plans and conducts clinical division orientations for newly selected personnel
 - g) Oversees and participates in the preparation and maintenance of accurate and up-to-date program records; prepares and submits various technical, administrative, and financial reports as required by program contracts and other identified agency needs
 - h) Provides direction to staff regarding difficult, complex, or complicated cases
 - i) Coordinates clinical activities in Forsyth and Branson locations assuring for a high degree of efficiency, effectiveness, and uniformity of processes and services provided
 - j) Maintains current Policy and Procedure for nursing programs and ensures that they comply with all regulatory and contract requirements
 - k) Works closely with supervisors and other TCHD Managers to maintain positive employee and client culture at all locations and sites
 - l) Leads and/or participates in various special projects teams to address areas of concern
 - m) Must be able to drive to all Taney County Health Department locations, or off-site locations as needed, to perform all required and essential job-related activities and tasks

- II. Planning Related Activities** **30% of Time**
- a) Acts as the Health Department HIPAA Privacy Officer to ensure the development and implementation of HIPAA policies, procedures, training, and compliance in coordination with the management team and HIPAA Security Officer
 - b) Keeps current regarding the Health Department's role in area-wide emergency response planning.
 - c) Assists in developing the budget and in planning the emergency response plan and reporting clinical activities and programs to the board.
 - d) Monitors reports of communicable diseases, Show Me Healthy Women (SMHW) contracts, and other nursing programs. Assures that the Health Department's response is appropriate and in compliance with the various programs and their requirements.
 - e) Monitors gaps in community services, and research opportunities to provide those services including methods to cover costs of additional services.
 - f) Evaluates programs and processes using CQI and Performance Management to improve clinical division activities
 - g) Assures clinical division representation to Accreditation Team. Maintains current knowledge of accreditation standards and measures. Actively participates and contributes to accreditation team efforts and ensure Clinical Division compliance with accreditation standards. Research best practices for Division Programs and activities
 - h) Develop and coordinate clinic billing policies and processes to increase sustainability of programs
- III. Program Specific Related Activities** **10% of Time**
- a) Maintains an awareness regarding the various elements associated with family planning.
 - b) Attends continuing education meetings and stays current in knowledge base.
 - c) Assures that staff has the supplies needed to operate efficiently.
 - d) Acts as a liaison with OACAC and assures that their guidelines are followed by conducting QA and chart reviews.
 - e) Maintains an awareness of the various drugs and scheduling of drug administrations that are involved in the various drug regimes. Attends continuing education meetings and remains current in knowledge base.
 - f) Maintains an inventory of the various drugs required for use. As inventories are depleted, places orders assuring for accuracy, timeliness, and proper documentation
 - g) Ensures that immunization operations meet the requirements of various state, federal, and vendor requirements
 - h) Provides back-up as needed
 - i) Must be able to drive to all Taney County Health Department locations, or off-site locations as needed, to perform all required and essential job related activities and tasks.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

BUSINESS EXPECTATIONS

- ◆ Follows all applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

WORK ENVIRONMENT

- ◆ Above average accessibility of all work sites required for the position.
- ◆ Above average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 20 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Bachelor's Degree in Public Health or related field, Master's Degree preferred.
- ◆ Computer literacy.
- ◆ Valid driver's license.
- ◆ Minimum three years supervisory experience.
- ◆ State and national certifications.
- ◆ Ability to multitask.

MENTAL EFFORT

- ◆ Above average concentration/intensity: prolonged mental effort
- ◆ Above average memory.
- ◆ Above normal complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Above average analytical thinking.
- ◆ Above average conceptual thinking.

COMMUNICATIONS

- ◆ Above average verbal communication.
- ◆ Above average written communication.
- ◆ Above average non-verbal communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.