

# FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

Rural Health Clinic Manager

JOB DESCRIPTION

January 2024

**REPORTS TO:** Rural Health Clinical Director

**SUPERVISES:** Clinic staff excluding providers

**FLSA STATUS:** Exempt

**SUMMARY:** Demonstrate effective organizational skills with ongoing interaction and communication with office staff, physicians, and administrative team. Ensure appropriate staffing levels for all areas (clinical / non-clinical) of responsibility. Work closely with the Clinical Director and other hospital departments. Review and direct submission of daily, monthly, quarterly, and annual operational reports including oversight of submitted charges as required. Consistently demonstrate professional, self-direction, disciplined approach to all job responsibilities. Evaluate performance on the Clinic monthly to determine additional advertising / marketing needs.

## ESSENTIAL FUNCTIONS

- Manages daily operations of the clinic including having appropriate staffing
- Oversees provider schedules
- Makes weekly deposits
- Handles any guest complaints promptly and thoroughly
- Maintains Med Room books and resolves any issues
- Orders supplies needed for the clinic in a timely manner
- Responsible for QA data for clinic
- Conducts monthly staff meeting and communicates with staff concerning important information in a timely manner
- Responsible for recruitment of staff as well as conducting disciplinary actions as needed
- Ensures employees hours are correct in payroll system and approves hours as well as time off
- Ensures regulatory compliance with HIPAA and other federal, state and local regulations.
- Other duties, responsibilities and activities may change or be assigned at any time with or without notice

## PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.

- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

**KNOWLEDGE, SKILLS and ABILITIES**

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

**QUALIFICATIONS**

- Five years of clinic management experience
- Knowledge of EMR programs as well as other office software
- Knowledge of Rural Health Clinic operations preferred
- Bachelor’s degree preferred

**PHYSICAL REQUIREMENTS**

- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing up to 25 pounds.
- Corrected vision and hearing to within normal range.
- Exposure to blood and body fluids and communicable diseases.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*