

# T.H.E. CLINIC, INC.

## JOB DESCRIPTION

**POSITION:** DIRECTOR OF CLINICAL SERVICES  
**DEPARTMENT:** MEDICAL UNIT  
**STATUS:** Full-Time, Exempt

**Position Summary:** Under the clinical direction of the Chief Medical Officer, the Director of Clinical Services performs various duties in accordance with the needs and scope of T.H.E. Clinic's, Inc. This individual must be one who thrives in an environment centered in values of respect, integrity, compassion, confidentiality, and excellence.

### **Essential Duties and Responsibilities:**

1. Provides clinical direction and supervision over T.H.E. Clinic Inc. Infection prevention program.
2. Develops and maintains a management program for infection control that includes assessment of needs and risks. Participates on the safety committee, and Continuous Quality Improvement committee.
3. Submits qualitative reports as required by funding sources.
4. Participates in various educational speaking engagements or outreach activities as needed.
5. Provides quality clinical consultation to the Enhanced Care Case Management department, and medical support staff.
6. Under the direction of the Chief Medical Officer, provides oversight and supervision of clinical operational readiness and maintenance for external audits (e.g., Joint Commission, HRSA, Health Plans)
7. Maintains working knowledge of departmental policies and procedures.
8. Participates in peer review and quality improvement and departmental meetings.
9. Maintains current Licensure and participates in on-going continuing medical education(s).
10. Participates in outside clinical and administrative meetings of which T.H.E. is a member or benefits the sustainment of T.H.E. Clinic Inc.
11. Other duties as assigned.

### **Education and/or Experience Required:**

- Current California Nursing License and CPR Certification.
- Min. 2 years of community clinic experience is a plus.
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Demonstrate ability to communicate effectively with patients, professionals, and work as an effective team unit.
- Ability to delegate authority to appropriate staff.
- Ability to work independently, as a team player and under pressure.
- Computer proficiency
- Excellent oral and written communication skills

- Excellent organizational skills
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable.
- Bilingual preferred

**Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk, listen or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Job Description Disclaimer**

This position requires compliance with the Health Center's written standards, including its Standards of Conduct and policies and procedures ("Written Standards"). Such compliance will be an element considered as part of the *Director of Clinical Service's* regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center's Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center's Compliance Program Policy and Procedure.

I have reviewed and understood the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.