

## **CLINIC DIRECTOR – TRENTON COMMUNITY CLINIC JOB SUMMARY**

### **Purpose**

The Clinic Director is responsible for the overall direction and administration of all operations, programs and services of the Trenton Community Clinic. They are accountable for providing an organizational structure and resources to effectively implement plans to provide ethical, efficient and effective patient care services. This is a regular, full-time position, Monday – Friday, 8:00 AM to 4:30 PM.

The Trenton Community Clinic consists of a primary care clinic located in Trenton, North Dakota. The Clinic is executed by and between the Trenton Indian Service Area and the Secretary of the Department of Health and Human Services, acting through the Indian Health Service (IHS) pursuant to Title I of the Indian Self Determination Act (Pub.L. 93-638).

Health care and dental care professionals may qualify for the IHS Loan Repayment Program and can learn more by visiting [www.ihs.gov](http://www.ihs.gov).

### **Responsibilities**

- Promotes an organizational culture that embraces the values of respect, care, support, effective communication, teamwork, collaboration, accountability, and responsibility; and works with all staff to create and maintain a workplace environment reflective of such values
- Leads and demonstrates efforts to grow patient care, expansion of services, staffing and recruiting appropriate healthcare and support professionals (in concert with the Human Resources Director and TISA Board of Directors) and advance the clinics practices to ensure the highest quality and continuation of care and services
- Develops outside relationships with governing bodies, state and governmental agencies and/or accreditation bodies, etc.
- Oversees leadership team in the creation and/or implementation of policies and procedures aimed to assist the clinic in meeting business objectives
- Analyzes operations to evaluate performance objectives and determine process improvements or recommended policy changes
- Confers with organizational leaders and TISA board of directors to discuss issues, coordinate activities, and resolve problems
- Develops and fosters a professional culture based on values expected of a healthcare facility
- Develops and maintains a positive image and positive relations with all including governing bodies, state, and governmental agencies and/or accreditation bodies, etc.
- Represents the organization to the public; presents information at meetings, trainings, seminars and/or conventions to promote the needs and the services, exchange ideas and to accomplish objectives
- Develops short and long-term organizational and various departmental objectives in conjunction with the Chairperson/Executive Officer, Board of Directors, and leadership team. Works to develop strategic initiatives, to align strategies or direction to overall goals of the Clinic.
- Accountable for providing an organizational structure, with appropriate resources including support staff, to effectively implement plans to provide ethical, efficient, and effective services.
- Responsible for the governance for day-to-day clinic operations

- Ensures all services provided, included those by arrangement, agreement, or contract, comply with all standards and requirements
- Works to maintain relationships with the medical staff, supporting and assisting in medical and non-medical administrative matters and monitors compliance with regulatory requirements
- Works with the Finance Department to oversee the Clinic's overall financial health and guides to ensure the Clinic operates within budgetary guidelines
- Provides oversight of a successful quality and safety program, including performance improvement, patient safety goals, quality data reporting and the coordination with various committees and clinical departments
- Maintains and participates in securing federal and state program funding; approving reports required and submitting to governing bodies, state and other governmental agencies or bodies
- Practices safe work habits in compliance with safety rules and regulations
- Utilizes clinic resources appropriately and adheres to all guidelines, policies, and procedures
- Adheres too, and upholds HIPAA regulations, requirements, and trainings
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

### **Physical Demands**

- Frequently required to talk and hear
- Regularly required to sit, stand, walk, use hands to finger, handle, or feel and reach forward with hands and arms
- Fine motor skills
- Visual acuity
- If you are in need of a reasonable accommodation, please contact the HR Department

### **Qualifications**

- Post-secondary education related to healthcare administration, business administration/management and/or healthcare management preferred
- Valid driver's license with acceptable motor vehicle record
- 3-5 years related experience with progressive management within a healthcare setting, including but not limited to a clinical or administrative role in a related healthcare setting preferred
- 3 years of responsible leadership experience in management or a supervisory position
- Excellent organizational management skills such as planning, communication, decision making, delegation, problem solving, motivating, etc.
- Demonstrated ability to serve as a knowledgeable resource to the organization's management team
- Demonstrated knowledge of basic economics, budgeting principles and practices, etc.
- Excellent computer skills, ability to utilize computer systems, software's, phone systems and other standard office equipment proficiently
- Ability to demonstrate excellent observation, problem solving, verbal and written communication skills

- Demonstrate awareness, sensitivity, and appreciation of Native American culture, traditions, customs and needs
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation.

### **Application Details**

If you are interested in being considered for employment with the Trenton Indian Service Area, please visit the Trenton Indian Service Area Website. Applications can be printed from the website or picked up from the Trenton Indian Service Area.

Applications can be delivered to the Trenton Indian Service Area Receptionist or emailed to Lacey Hippe, HR Director at [lacey.hippe@mytisa.org](mailto:lacey.hippe@mytisa.org).