



Metro Community Health Center

RN Administrator

Metro Community Health Center extends great benefits to our eligible employees.

MCHC current benefits are:

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match

POSITION SUMMARY:

Provide clinical leadership to ensure the delivery of quality patient care and coordination of direct patient services within the health center. Provide clinical oversight and direction to all MA's and RN's, including internal and external consumers. This position supports the CEO and Chief Medical Officer in all aspects of clinical and operational platforms within the organization.

ESSENTIAL FUNCTIONS:

- Responsible for the management of clinical care and clinical support services
- Participates in process improvement and development within the organization
- Oversees efforts to ensure that clinical department functions are managed within budget and defined goals
- Assists the Chief Medical Officer, as Quality Coordinator in development of appropriate quality improvement programs and monitoring project outcomes
- Completes all HRSA requirement and serves as an organizational HRSA team member.
- Oversees and serves as the clinical member responsible for the annual UDS reporting period.
- Reviews analyses of activities, costs, operations, and forecast data to determine department progress toward stated goals and objectives:
- Monitors patient care services insuring they meet organizational guidelines and patient needs
- Provides oversight and direction for all projects related to clinical products and services
- Identifies work related problems/risks and provides recommendations for correction
- Responsible for required corrective action, coaching and development of direct reporting staff
- Responsible for annual performance evaluations of direct reporting staff
- Represents organization as liaison to HRSA, UDS, Immunization Collaborative, Emergency Preparedness, all Regulatory agencies.

- Responsible for the implementation and documentation of state/government funding programs, as assigned.
- Develops departmental strategic operational planning including staffing and fiscal management
- Partner with Human Resources Director to support training and development of clinical team
- Work with Human Resources to carry out supervisory responsibilities, including but not limited to handling employee relations, staff development, interviewing, hiring, directing work, and performance appraisals
- Represents the organization with a positive, professional attitude when communicating with patients and visitors of the health center
- Follows the organization's policies regarding dress code and personal appearance at all times
- Works well with others and has the ability to discuss in a professional manner issues that come up with staff
- Attends organizational events as needed.
- Duties may tailor with company growth and development
- Other duties may be assigned, including all position requirements of the Clinical Director.

POSITION REQUIREMENTS:

Education/Experience

- Licensed RN in PA
- At least five years clinical experience
- At least five years' experience in healthcare administration
- Extensive knowledge of healthcare operations and general management principles and techniques; Community Health Center Experience is a plus
- Normal overtime/extended work hours.

Skills/Abilities

- Ability to provide leadership in the establishment and implementation of health care delivery mechanisms, strategies, tactics, standards and goals.
- Demonstrate ability to fulfill the UDS requirements of the health center.
- Participate fully in the HRSA certification or recertification of the health center.
- Demonstrate a high level of skill at building business relationships and strategic partnerships.
- Demonstrate a strong business acumen as well as substantial knowledge and expertise in the health sciences. Analyze, synthesize and communicate complex data, clinical information, business needs and related issues in an accurate, objective and straightforward manner.
- Demonstrate a high level of problem-solving skill. Demonstrate the ability to make critical case management decisions supported by substantial financial analysis, clinical knowledge, and critical data-based decision making.
- Provide personal direction, leadership and coaching to Nurses/MA staff. Effectively manage conflict, promote change and growth, and inspire the development of a highly effective team of professionals.
- Demonstrate interpersonal savvy and influence skills in all dealings with regulatory agencies, government entities, network providers, and related concerns.
- Ability to build consensus and focus within the organization as well as within and among various resources, vendors, and strategic partners

- Ability to recruit, develop and direct a high performing team

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.