North Gilliam County Health District

110 On The Mall

P.O. Box 176

Arlington, OR 97812

**POSITION DESCRIPTION**

**Title**: Clinic Administrator

**Exempt/Non-Exempt** : Exempt

**Reports To:** North Gilliam County Health District (NGCHD) Board of Directors

**Pay Grade/Range**: $55,000 - $65,000 annually

**Effective Date**: December 15, 2021

New position  Position change/update  Updated with annual evaluation

**General Position Summary:**

The Clinic Administrator is responsible for a variety of duties related to the daily operations of the Arlington Medical Clinic as well as bookkeeping administrative functions.

**Essential Functions/Major Assignments:**

**Administrative functions**

* Responsible for oversight of staff benefits and management of employee files
* Responsible for the project management of various projects within the organization
* Responsible for building maintenance and repairs; including but not limited to scheduling maintenance, responding to building issues and having appropriate services readily available to respond to various needs
* Responsible for various office equipment maintenance and repairs including but not limited to office equipment, phone services, computer security services, security cameras and medical equipment needs
* At the direction of the NGCHD Board of Directors, develop and write policies and standard operating procedures
* Responsible for sourcing out grants, the writing of grants and submitting grant applications
* Responsible for the daily oversight of the medical clinic including but not limited to the development of district strategy and policies, negotiating financial arrangements with third parties, representing the District at meetings and on committees, etc.
* Responsible for all bookkeeping functions for the Clinic
* Responsible for oversight of employee safety and ensuring all staff are practicing safety awareness throughout the clinic
* Responsible for the recruitment of new staff in compliance with all applicable laws
* Maintain compliance with all federal and state regulations for clinic and health district
* Research, schedule and organize all training for staff and Board which may include scheduling training and/or continuing education for Clinic staff
* Ensure Board member training is provided when requested utilizing approved training resources and ensuring any and all annual training is provided and completed
* Responsible for maintaining all training records of Board and Clinic staff
* Responsible for the management of all Clinic staff issues and complaints to appropriate outcome
* Responsible for the management of all complaints from patients and ensuring resolution
* Responsible for providing and arranging the communication of any issues between the clinic staff and the Board
* Responsible to staff the front office as needed; including but not limited to answering phone calls, greeting, assisting and directing patients, etc.
* Responsible for ensuring the Arlington Medical Clinic remains compliant with OSHA rules and regulations
* Responsible for the development and oversight of the annual budget for NGCHD
* Maintain yearly insurance policies for NGCHD operations and health insurance policies for NGCHD employees
* Develop strategies to optimize clinic operations
* Resolve issues and concerns and resolve them promptly and efficiently
* Assist and encourage the workforce to reach goals, all while implementing the district's policies and regulations
* Responsible for the development of all board packets and ensuring they are complete and distributed in a timely manner

**Bookkeeper functions**

* Responsible for all aspects of payroll for clinic and ambulance staff including but not limited to;
  + Semimonthly paychecks and tax payments
  + Quarterly reports
  + W-2s and annual reports
* Coordinate ambulance billing with ambulance billing service provider
* Responsible for a wide array of financial duties including but not limited to;
* Accounts payable
* Accounts receivable
* Auditing prep and working with NGCHD Accountant
* Budget
* Monthly bank reconciliations

**Secondary Functions:**

* All other duties as assigned

**Job Scope:**

* There is a regular need to analyze problems and concepts and make decisions based on that information.

**Supervisory Responsibility:**

* Responsible for supervision of all assigned subordinates

**Interpersonal Contacts:**

* The Clinic Administrator will have regular communication with staff, Board members, the general public and other persons/entities.
* The Clinic Administrator will work with minimal supervision and must be able to work independently

**Specific Job Knowledge, Skill and Ability:**

* Proficient in computer operations, QuickBooks program and common office equipment
* Ability to organize and prioritize tasks, to maintain an efficient health clinic atmosphere
* Ability to communicate clearly and effectively verbally and in writing
* Ability to handle stressful situations that might arise during the course of a clinic day
* Able to work independently with minimal supervision
* Knowledge of Human Resources principles, laws, and practices

**Specific Job Effort:**

* The Clinic Administrator will have ongoing shifts in demands and a regular variety of tasks. The incumbent must be able to prioritize tasks to meet all deadlines and demands.

**Education, Experience, and Certification/Licensure:**

**Required**

* High School Diploma or equivalent
* Proficiency in QuickBooks, & Microsoft Office Suite, Specifically Excel.
* Minimum of 4 years experience in finance, accounting, and/or office administration

OR

* An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job

**Desired**

* Previous experience with Primary Care Medicine and Occupational Health
* Associates Degree in accounting, finance, or related field
* Experience in governmental/fund accounting

**Job Conditions:**

* This position operates in a professional office environment.
* The typical schedule for this position is set by the Board of Directors and may vary without advance notice depending on need and demand
* This position is not eligible for remote work
* Routinely uses standard office equipment, especially computers
* In performance of the duties of this job, the employee is occasionally required to stand, walk, sit, use hands and fingers, handle, or feel objects, tools, or controls, reach with hands and arms, climb stairs, talk or hear
* The employee must occasionally lift or move office products and supplies up to 25 pounds.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

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Employee Signature Date

(*The signature of the employee indicates this document has been read and is understood.)*

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Supervisory Approval Date

(The signature of the Supervisor confirms the assignment of work to the employee.)