



## **Director of Medical Support Services**

### **General Function:**

This position functions as executive/administrative to ensure all medical clinical objectives are met with regards to medical services provided. Responsible for development and implementation of new programs for NHA services. Ensures federal requirements are met for Health Care Plan.

### **Skills and Qualifications:**

- Registered Nurse from an accredited school
- Ohio licensed
- ANCC certified (American Nursing Credentialing Center)
- Five (5) years' experience in staff and program development
- Five (5) years' experience in supervision/management
- Three (3) years' experience in community health nursing
- Extensive experience with QI
- Ability to work independently
- Computer literate (MS Word, XP, Excel, Power Point)
- Excellent verbal and written skills, examples required
- Ability to meet new challenges with a positive attitude, flexibility
- Proactive in seeking solutions/problem-solving
- Initiative and ability to use sound judgment in the absence of specific orders

### **Duties and Responsibilities include but are not limited to:**

- Manage new clinical initiatives with providers
- Development of additional clinical site needs
- Investigates need for new medical equipment; finds funding when necessary
- Reviews all reporting, makes analysis for changes; makes presentation to Medical Director and CEO.
- Ensures NHA follows federal requirements of reporting for Health Care Plan
- Assures clinic services are in alignment with patient needs, physician standards and agency mission
- Ensure the policies and procedures for all medical support staff are followed on a consistent basis and following the disciplinary policy as needed if standards are not maintained.
- Oversees and reviews clinical statistics and reports for grant development and funding source audits
- Provides sufficient staff contact to adequately supervise and evaluate skills and functioning of positions of direct report
- Clearly communicates and reinforces agency mission, priorities and goals to staff
- Participates and is available for medical and provider staff meetings

- Sees problems/issues/projects through to completion with attention to detail in a timely manner, meeting required deadlines
- Works in conjunction with other medical, medical support, and management staff to provide a team approach to treatment
- Represents NHA at functions as directed by the Medical Director
- Other related duties as assigned

Job Type: Full-time

Salary: \$65,000.00 to \$70,000.00 /year