



Position: Rural Health Clinic Manager	
Department: Rural Health Clinic (RHC)	
Reports To: CEO	
FLSA Status: Exempt	OSHA Exposure Category: I
Effective Date: 07/2008	Revised: 08/2016; 06/2020; 12/2020

Job Objective: The Rural Health Clinic Manager is responsible for administrative and clinical supervisory work in the coordination of program services, quality assurance, and personal services at the RHC. Work involves the identification, development, implementation, and evaluation of program policies and procedures as directed by state, federal, and administrative codes, as well as by professional practice standards.

Qualifications:

1. Master’s Degree in a related field preferred.
2. Two (2) years of management experience preferred.
3. Knowledge of applicable federal, state laws, and regulations preferred.
4. Proven competencies with verbal and written communication skills.
5. Ability to supervise, train, and motivate employees.
6. Professional attitude and ability to relate to executive management, professionals, and business and community leaders.
7. Exhibits excellent leadership and self-direction, good judgment in handling difficult situations, and good organizational, time management, interpersonal, and conflict resolution skills

Job Duties:

1. Provides ongoing effective clinical leadership, guidance, and oversight for the day to day operations of NRMC's Rural Health Clinic. Demonstrates appropriate delegation and coordination of tasks and duties in the operations of the RHC, using appropriate organizational/priority setting skills.
2. Assists with a workflow between the RHC and other ancillary departments.
3. Ensures that proper patient care policies and protocols are developed and maintained to ensure compliance with CMS and/or State of Montana regulations.
4. Manages the Vaccine for Children Immunization program.
5. Monitors and ensures the accuracy of documentation in inpatient medical records through chart reviews.
6. Develops monitors and analyzes budget and financial information, utilizes all resources effectively and economically.

7. Approves payroll on a bi-weekly basis.
8. Works with the CEO or designee to develop long-range plans.
9. Responsible for keeping the CEO or designee informed of clinical operations issues.
10. Works with Human Resources to recruit and hire new staff. Counsels, disciplines, and coordinates the training and competencies of all staff members.
11. Routinely conducts quality assurance activities through reviews, meetings, reports, and observation of results, according to professional practice standards and regulatory compliance.
12. Evaluates and monitors program needs to identify unmet needs and revises services as the program needs change.
13. Provides organization, direction, and staffing for patient care according to the scope of services provided in the delivery of social, recreational, psychological, therapy, and personal services.
14. Maintains and manages inventory supplies efficiently.
15. Will remain knowledgeable and in compliance with Federal and State regulations as they pertain to this position.

Disclaimer – Not all-inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe, and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in care and safety.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right.
- Having pride in the work we do.
- Holding ourselves accountable for the efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Friday from 8 am to 5 pm with 1 hour lunch period). Occasionally, may be required to adjust schedule hours to include weekends.

Work Environment: Acute care hospital, professional office setting. The area is well lit and ventilated. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (I) All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks. The use of appropriate protective measures should be required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy and departmental guidelines.

Physical Demands: Required repetitive bending, pulling, pushing, kneeling, walking, and lifting up to 50 lbs. Visual acuity within normal limits. Must be able to read charts, orders, notes, and official reports on paper or electronically.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by the Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date