



## Clinic Director Job Description

*Mission Health Lexington is a nonprofit, charitable health clinic that provides free dental, vision, pharmacy, and medical care to adults living without insurance and below federal poverty guidelines. Clinics are staffed with volunteer licensed healthcare professionals and supported by a small team of Mission Health Lexington staff. The position of Clinic Director is a full-time salaried position reporting to the Executive Director. Yearly salary range is \$40,000-\$45,000.*

### **POSITION DESCRIPTION:**

The Clinic Director is primarily responsible for executing and overseeing operations, policies, and procedures for the dental, pharmacy, medical and vision clinics at Mission Health Lexington. They will work alongside a team of staff and volunteers to ensure patients are connected to the lifesaving healthcare resources they need.

- Work in tandem with clinic managers and coordinators to execute day-to-day clinic operations.
- Provide ongoing supervision and support to team members including performance management, coaching, and training.
- Actively participate as a member of the Leadership team (Executive Director, Associate Executive Director, Clinic Director) working collaboratively to further the mission of the organization.
- Facilitate team meetings as needed.
- Work collaboratively with the Associate Executive Director to provide orientation, training, and oversee management of volunteer scheduling. Cultivate an environment for meaningful volunteer work.
- Triage patients to determine appropriate clinic and provider.
- Manage patient scheduling across multiple software programs (OpenEMR and Curve Hero) including appointment scheduling and reminder calls.
- Work with volunteer providers and team members to connect patients to outside services for specialized care.
- Oversee patient qualifying procedures for new patients and existing patients. Provide appropriate referrals for individuals ineligible for Mission Health Lexington services.
- Provide quality assurance to all patient records both electronically and in paper filing systems.
- Determine patient eligibility for outside resources and work with Mission Health Lexington staff to connect patients to prescription assistance programs, insurance benefits, etc.
- Prepare monthly reports.
- Adhere to HIPAA requirements.
- Attend and participate in board meetings, retreats, and strategic planning when appropriate.
- All other duties as assigned.



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### REQUIREMENTS:

- **Bilingual skills required.** Must be proficient in verbal and written English and Spanish.
- A strong passion and commitment to working with underserved and diverse populations.
- Must be willing to occasionally work a weekday evening or Saturday morning.
- High level of initiative, empathy, and energy.
- Ability to effectively communicate and work well with individuals from all cultural and socioeconomic backgrounds.
- Must be organized and able to effectively multi-task.
- Must be a quick learner, able to solve problems, and make decisions confidently.
- Valid Kentucky drivers license.
- Strong computer skills. Ability to learn multiple software programs including but not limited to: Curve Hero, Open EMR, Google platforms, Microsoft.
- Be able to lift and/or move 25lbs.
- Fully vaccinated for COVID-19.
- A bachelor's degree preferably in social work, business, or a healthcare related field.

### PREFERRED QUALIFICATIONS:

- Experience working in a nonprofit or healthcare setting.
- Supervisory and managerial experience.

### TO APPLY:

Interested individuals can submit their resume, cover letter and references to Abby Pliszka at [abby@missionlexington.org](mailto:abby@missionlexington.org) by February 15, 2022.