PHILANDER SMITH COLLEGE

Clinic Director

SUMMARY of POSITION

Philander Smith College is currently hiring a Clinic Director to oversee daily clinical operations of the Philander Smith College Health Clinic and all its functions. The Clinic Director will manage, develop, and coordinate clinical efforts of multiple teams to provide patient care both campus and community based to ensure efficient operations.

RESPONSIBILITIES

- Oversees the daily operations of a multidisciplinary team. Coordinates all clinical programs and departmental activities. Evaluates staffing levels and productivity. Manages supply needs, operations processes, and departmental objectives. Provides medical care to PSC students, staff, and community constituents. Guarantees compliance with all legal, regulatory, and Health Care standards;
- Evaluates clinical records to ensure high standard of care. Supervises staff and conducts performance evaluations. Assists teams with the development of goals and standards. Coaches and disciplines staff as needed. Manages all staff licensing, credentialing, and testing databases. Schedules staff meetings and trainings;
- Develops and implements quality control measures. Facilitates staff involvement in quality control initiatives. Reviews and updates policies and procedures for the program accordingly. Ensures all program activities are in compliance with local, state, and federal regulations;
- Develops operational and capital budgets that meet programmatic needs. Analyzes financial trends and patterns, and reports on possible areas of cost savings to leadership.
- Builds relationships with internal and external stakeholders. Provides community-based educational opportunities. Participates in committees and professional organizations;
- Ensures all personnel have adequate resources to accomplish their tasks and provides direction related to policy and procedure;
- Provides medical care to students and community members;
This is a brief description of some essential functions of the job; however, nothing restricts management’s right to assign or reassign duties and responsibilities to the job at any time.

QUALIFICATIONS

- BSN required. licensed in the state of Arkansas, MSN preferred
- Minimum of 5-7 years of program specific experience with 3 years in administration

HOW to APPLY:

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application and resume to humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in PDF format only. You may also mail your information to:

Philander Smith College is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.