EXECUTIVE DIRECTOR

Job Description

QUALIFICATIONS AND EXPERIENCE:

1. A desire to be in a Christian ministry and a willingness to sign the HHMO Statement of Faith. The Executive Director is responsible for maintaining a Christian culture for the clinic.
2. Current Washington State RN License or four-year college degree in a health care or human-service related discipline is preferred.
3. Independent work habits, strong delegation and organizational skills are required.
4. Previous experience in non-profit administration, health care, human services and/or fund raising highly recommended.
5. Knowledge of principles and practices of non-profit governance, board development, fund raising planning, program development, program administration, interagency collaboration, personnel management, fiscal management and volunteer management.
6. Demonstrated ability to work with others and to develop and motivate teams.
7. Computer literacy and excellent written and verbal communication skills.
8. Basic knowledge of principles of accounting, money management and budget.
9. Flexibility to accommodate the various demands of clinic operations, patients, board of directors and community relations.

Position requires a minimum of 20 hours per week and is a salaried position. Attendance at clinic when it is open each Tuesday evening and monthly board meetings is required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Program Administration
   a. Assess community health needs, identify available services and resources, coordinate and collaborate with other providers and agencies, and develop new programs as necessary in consultation with the board.
   b. Obtain necessary volunteer, financial and material resources to operate clinic programs in accordance with current HHMO operating budget and HHMO goals.
   c. Oversee the direction and supervision of volunteers to ensure the effective, efficient utilization of clinic resources.
   d. Manage clinic operations and procedures, implementing changes as necessary.
   e. Develop and maintain partnership/in-kind agreements with individual and corporate health care providers and agencies to meet the health care needs of clinic patients.
   f. Daily monitor the clinic incoming message phone line and take necessary actions.

2. Liaison to the Board
   a. Provide staff support to the Board of Directors, its officers and appropriate committees. Prepare and present a report at each board meeting.
   b. Conduct orientation of clinic operations for new HHMO Board members.
   c. Assist in identifying and recruiting new HHMO Board members as required. Prepare and disseminate packets for prospective HHMO Board members.
   d. Consult with the HHMO Board President regarding board-meeting agendas.
   e. Communicate regularly with HHMO Board members to discuss clinic needs, address problems and obtain resources.
   f. Advise and assist the board in strategic planning, including vision, mission statement, bylaws, strategic plan, etc.

3. Public Relations/Fund Raising Responsibilities
   a. Oversee the assessment of public relations needs, and the development of appropriate
activities such as preparing and submitting requests for funding/resources. Make presentations as appropriate.

b. Research on grant opportunities with private foundations and corporations and preparation and submittal of grant requests for funding.

c. Attend and assist with special fundraising events as needed.

d. Identify potential sources for in-kind donations of goods and services. Prepare and submit requests as needed.

e. Oversee the acknowledgment of all donations in a timely manner and maintain accurate and complete donor mail lists and files.

f. Oversee the development of a clinic newsletter, clinic brochures, facts sheets and other types of promotional literature.

7. **Fiscal Management**

a. Assist HHMO Board in developing fiscal policies and procedures.

b. Assist in preparation and presentation of annual budget to the HHMO Board.

c. Supervise staff that receives mail and makes proper disposition.

d. Coordinate with Accountant/bookkeeper with review and Approval for payment of invoices and payroll.

8. **Patient Care**

a. Must be able to interact extensively with a socio-economic and culturally diverse population of patients, community based-agencies and clinic medical volunteers coordinating and/or implementing the delivery of clinic services.

b. Coordinate with Medical Director in the review and triage all patient lab work and diagnostics according to approved policy. Manage a referral process for patients to other medical suppliers of services that HHMO does not provide.

c. Provide oversight regarding specific patient eligibility requirement challenges that occur during patient registration.

d. Coordinate with Medical Director on oversight of the medication dispensary operations.

e. Coordinate with Medical Director to develop and implement a Patient Education Program.

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6. **Personnel Management**


b. Assess administrative and clinic needs to implement adequate staffing level.

c. Maintain position descriptions for all staff.

d. Employ staff according to HHMO board approved guidelines.

e. Implement orientation for new staff.

f. Supervise paid staff and volunteer staff, including disciplinary actions and dismissals.

g. Conduct probationary and annual evaluations of paid staff.

h. Assess training needs, identify sources of training and ensure that staff receives adequate training to perform their duties.

i. Maintain confidential personnel records.

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5. **Risk Management and Regulatory Compliance**

a. Assure compliance with all applicable laws and regulations pertaining to the operation of a private, non-profit health care organization.

b. Assure volunteer health care professionals register with the State Division of Risk Management to assure immunity from liability.

c. Function as the HIPAA Privacy Officer and oversee maintenance of patient records as it relates to HIPAA privacy standards.

d. Responsible for the credentialing of all medical staff. Coordinate residency with Providence.