

***Employment at Morrow County Health District***

At Morrow County Health District, we believe that each employee makes a significant contribution to those we serve and the District as a whole.

The District’s vision is to be the first choice for quality, compassionate care, and lead the way in promoting wellness and improving health in our communities. This is made possible by all employees agreeing to adhere to the District’s Promise of Excellence and uphold the District’s values of integrity, compassion, quality, respect, and financial responsibility.

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this job description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary.

**Title:** Assistant Primary Care Director **Department:** Clinics

**Exempt/Non-Exempt:** Exempt **Reports to:** Primary Care Director

**General Position Summary:**

The Assistant Primary Care Director assists the Primary Care Director with the development and implementation of Primary Care strategies for Morrow County Health District at Irrigon Medical Clinic, Boardman Immediate Care, Ione Community Clinic, and Pioneer Memorial Clinic This includes implementing standards, workflows, policies, and supervision of clinic staff. This is a leadership position and requires leadership skills and experience.

**Essential Functions:**

1. Assist with the operations and delivery of services to the District's primary care clinics while upholding the District’s mission and values.
2. Maintain open and positive communication with staff, medical providers, and other District departments.
3. Work in partnership with medical providers, administration, and clinic staff to develop and implement programs that promote health and access to primary care in the Morrow County Health District service area.
4. Ensure that all staff maintain strict patient confidentiality and follow all HIPAA regulations.
5. Assist Primary Care Director with training of new staff and ensure Medical Assistant competencies are current and up to date.
6. Assist the Primary Care Director to ensure clinics are certified and continuously meet criteria and compliance for:
   1. Rural Health Clinic Certification
   2. National Health Services Corps Certification
   3. Patient Centered Primary Care Home Certification
   4. Eastern Oregon Coordinated Care Organization Program Guidelines
7. Ensure that clinics operate at peak efficiency to provide timely, high quality coordinated care with exceptional patient outcomes.
8. Assist with personnel actions including, but not limited to, hiring, performance evaluations, discipline process, submission of time cards, tracking of time and attendance and management of schedules and vacation coverage for all staff, work collaboratively with the Primary Care Director and Human Resources Director for assistance in areas related to personnel.
9. This is a management level position, which may be assigned to back up the Primary Care Director in their absence.
10. Frequent travel between District locations is required.
11. Attend all required meetings and complete all assigned trainings by due date.
12. Follow all infection control precautions and wear proper PPE when required.
13. Maintain strict patient confidentiality and follow all HIPAA regulations.
14. All other job duties as assigned.

**Secondary Functions:**

1. Ensure office and clinic supply inventory is current, mail is opened and processed, and all offices are opened and closed according to established procedures.
2. Other duties as assigned.

**Job Scope:**

**Supervisory Responsibility:**

Assists with the supervision of all clinic employees at Morrow County Health District Clinics in collaboration with Primary Care Director.

**Interpersonal Contacts:**

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including providers, patients and family members, personnel from other healthcare organizations and facilities, co-workers, and the public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

**Specific Job Ability:**

The Assistant Primary Care Director must possess excellent organizational and prioritizing skills to manage multiple and concurrent projects. The manager must be skilled in general office operations and experienced in Microsoft Office programs, especially Excel, and be able to become an expert user of the District’s Electronic Medical Record software. In conjunction with the Primary Care Director, the Assistant Primary Care Director will be able to track, extract data and file reports for various certifications the clinics operate under. Some planning and project management skills, including use of project management tools and critical thinking are required. Experience in program development and implementation helpful.

**Specific Job Effort:**

Mental efforts include handling clinic staff issues on a day to day basis, handling patient complaints, sometimes hostile, while maintaining composure, manage conflict between employees, patients, or combinations of those groups, and the ability to function professionally while in stressful situations.

Physical efforts include adequate vision, hearing and manual dexterity to perform duties, be able to safely lift up to 25 lbs., excessive sitting, walking, bending, stooping, standing.

**Education, Experience and Certification/Licensure:**

Two years of leadership experience preferred. Some college education preferred. Combination of education and work experience will be considered.

**Job Conditions:**

The position is subject to infectious diseases, substances, odors, hostile and emotionally upset patients & family members, etc. throughout the work day. Occasional exposure to blood, body fluids, infection waste, hazardous materials, noise. There will be travel between clinics on a weekly basis, as well for meetings, events and occasional overnight stays for trainings, etc.

*I have read the above position description. I will perform the position to the best of my ability. A copy of this position description will be placed in my personnel file.*

*Signature of Employee Date*