



CLASSIFICATION NO. 529
Established: 6/06
Reactivated and Revised: 5/10
Retitled: 12/22
FLSA: Exempt
EEO: 2

HEALTH CENTERS DIVISION DIRECTOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct and manage the clinical and administrative operations of the County's Federally Qualified Health Centers for the Health Services Division; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Health Services Division within the Department of Health, Housing and Human Services offers comprehensive health care services to residents of the County. Programs include integrated primary/behavioral/preventative health care and school based health centers, and public health services such as immunizations, prenatal care, family planning, nutrition education, emergency medical services, vital records, inspection/licensing of restaurants and monitoring communicable diseases.

The Health Centers Division Director is responsible for planning, coordinating and maintaining a comprehensive system of health care management functions in accordance with revenue and expenditure limitations, clinical requirements and legal guidelines. This position will oversee services to include integrated primary care and behavioral health services, dental services and school based health centers.

The Health Centers Division Director reports to the Department Director, Health, Housing and Human Services and differs from the Clinical Operations Manager and Public Health Services Manager which are responsible for managing the direct provision of Primary Care and Public Health services on a county-wide basis.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops, recommends and implements new and revised policies to respond to County Public Health Service primary care program needs; establishes program goals and objectives; oversees the preparation of the FQHC annual program plan; ensures provisions of mandated services are in compliance with Federal and State statutes, rules and regulations.
2. Participates in monitoring program and procedural requirements for the FQHC system; ensures compliance including federal, state and local rules, regulations, statutes and applicable laws.

3. Oversees the monitoring of revenues and expenditures for FQHC programs; directs and oversees research for alternative funding sources such as grants and/or foundation proposals.
4. Provides leadership support for Federally Qualified Health Center activities and clinics in Clackamas County; serves as point of accountability for the Community Health Council.
5. Participates in national, regional and state organizations, commissions, task forces and groups to promote and coordinate community health programs; represents the County in drafting, introducing, advocating and testifying on public health/community health related legislation; responds to citizen concerns regarding program operations.
6. Provides expert consultation to external agencies, committees and elected officials on issues related to program areas; addresses professional organizations and citizen groups, subordinates, peers and executive management on issues related to program area; provides leadership facilitation, consensus building and collaboration with stakeholders, clients and citizen groups.
7. Hires and directs supervisory and professional staff to provide quality service to residents and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of Federally Qualified Health Center centers, State of Oregon Administrative rules; federal, state and local statutes and regulations governing community health services; budget preparation, public program development, personnel management, labor relations, project management and program analysis and evaluation; business practices necessary for successful operation of primary care clinics.

Working knowledge of: Research methodologies, techniques of data collection and statistical analysis and applies data based decision making techniques; office equipment, including personal computers and software programs.

Skill to: Communicate effectively, both orally and in writing and prepare and deliver oral presentations to public and private groups; organize, direct, train, evaluate and discipline management, supervisory, professional, technical and administrative staff; produce measurable outcomes using applicable data and participatory management strategies within budgetary limits and time constraints; plan and organize personnel, equipment and budgetary resources to achieve program goals, objectives, quality improvement, productivity and effectiveness; interpret and apply principles and practices of management; analyze problems and identify alternative solutions; establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.