



Job Code: 8061
Grade: 24
HCWR: N

Job Title

Director, Regional Operations Oak Forest Health Center / South Suburban Cluster

Department

Ambulatory Services

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

As a member of the leadership team, the Director of Regional Operations for Oak Forest Health Center and South Suburban Cluster (OFHC/SS) provides, plans, organizes, directs and coordinates the operations of OFHC/SS sites to facilitate the provision of clinical and health services for patients. This position is responsible for all aspects of the development, operations, budget and performance management of multiple clinics within the region and for exercising direct and indirect supervision over assigned managerial, professional, technical and clerical staff. Reporting to the Chief Operating Officer, Ambulatory Services, the Director recommends, develops, implements and evaluates goals, objectives, policies and procedures related to these operations in order to achieve short and long term objectives and to advance the mission of the Cook County Health (CCH). The Director will facilitate, direct, and coordinate activities and programs designed to improve patient access to care that is patient centered, coordinated, high quality and cost effective care delivery system.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Administrative Practices and Site Operations
- Assures implementation of system-wide and regional strategic initiatives and policies.
- Participates in formulating clinical policies, setting management objectives, and developing and evaluating programs, systems and services.
- Actively participates in community activities that promote the facility's mission, philosophy, and values.
- Develops and maintains collaborative relationships between the Health Center and community based organizations.
- Creates a positive work environment for employees including the consistent application of personnel policies and procedures.
- Contributes to the development of a workplace Culture of Safety for patient, staff and visitors. · Maximizes patient access and by creating efficient workflow and scheduling that support the patient-centered medical home model care delivery.
- Coordinates and integrates all operations including: Clinical services and related resource allocation'; Patient concerns and complaints; HR and Labor issues; Contracted Services; Information Technology; Patient Transportation.
- Travels to centers and patient care facilities as required. Maintains awareness activities at centers through frequent visits to each clinic, holds staff meetings.
- Personnel Management
- Provides leadership and direction to site operations leaders/managers. Ensures adherence to administrative policies, practices, and procedures for the assigned clinic or clinics
- Supervise non clinical managers, facilities staff based at OFHC/SS centers
- Responsible for hiring, terminating, issuing discipline, conducting performance evaluations for direct reports
- Promotes collaboration while working to achieve collective outcomes; is inclusive of peers &/or key stakeholders when making decisions that affect operations
- In cooperation with leadership team, Director establishes performance goals for staff and conducts performance reviews on a scheduled basis
- Maintains confidentiality of all site administrative / office personnel records and personnel actions. Has knowledge of all employee labor disputes and grievances. Acts as management representative for any employee complaint or grievance



Typical Duties

- Financial Management
- Develops long range financial plan and recommends annual budget with appropriate staffing levels for area of responsibility. Works with site managers for staffing, office supplies, equipment maintenance costs and related operating expenses
- Maintains information infrastructure that supports analysis of clinical and financial data
- Monitors all financial operations to ensure the facility utilizes its resources in a fiscally responsible manner. Authorizes purchases, distributions, contracts and other transactions within limits established
- Participates in the development and management of the budgets for centers in the region
- Establishes billing practice oversight and monitors compliance with billing procedures according to CCH billing practices
- discretion
- maintains confidentiality regarding all
- financial
- HIPPA,

Reporting Relationship

Reports to the Chief Operating Officer, Ambulatory Services

Minimum Qualifications

- Master's degree from accredited institution in Healthcare Administration or a related field preparing a candidate for administrative leadership within a clinical setting
- Seven (7) years' experience in progressive management roles
- Five (5) years of experience in a health care administrative capacity
- Prior relevant experience in an ambulatory health care or community clinic,
- Thorough knowledge of legal, regulatory, ethical, managerial, organizational requirements, principles and standards of care for hospitals and healthcare systems
- Extensive experience working with physicians, nurses, technicians, and other clinicians
- Prior experience in a team environment, preferably having lead team based training initiatives

Preferred Qualifications

- Course work in Healthcare administration, medical office management
- Demonstrated experience with Electronic medical record
- Experience with practice billing
- Experience with managed care environment
- Prior work experience in a union environment

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrate the ability to work effectively with a diverse set of employees and with multiple disciplines in both clinic and administrative settings.
- Has a strong performance orientation and skillful strategic thinking. Establishes clear expectations, and continuously measures performance. Maintains focus on priorities.



Knowledge, Skills, Abilities and Other Characteristics

- Proactively meets challenges and achieves solutions through collaboration.
- Demonstrate the ability to analyze health care operations and make creative improvements.
- Demonstrated ability to work in a team based environment, and to lead and motivate teams.
- Strong interpersonal skills; Ability to establish strong working relationships and to communicate effectively with PCMH leadership team, primary care site leaders, PMH physicians and clinicians, behavioral health team members, patients and families.
- Ability to communicate in a confidential and HIPAA compliant manner.
- Ability to maintain appropriate professional boundaries with all staff, trainees, and patients at all times.
- Ability to demonstrate respect and sensitivity for cultural diversity, gender differences, and sexual orientation of patients and coworkers
- Strong written and verbal communication skills.
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint).

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.