



Job Code: 9342

Grade: 23

HCWR: N

Job Title

Associate Director of Clinical Affairs

Department

Administration

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

Job Summary

The Associate Director of Clinical Affairs assists in the evaluation of clinical services to determine the cost benefit of current clinical operations as well as expansion and re-alignment proposals to drive improved clinical services and revenue retention and growth. Assists with directing clinical department efforts to align with strategic growth initiatives across Cook County Health (CCH).

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

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

- Assists in the evaluation of clinical department budgets; performs various analyses; assists in the development of financial, productivity, compensation and operational targets and models.
- At the direction of the Director of Clinical Affairs collaborates in the development of business, strategic, and growth plans, in the operations of the clinical practice(s) and in relationships and matters pertaining to contracts with CCH, vendors, consultants and others.
- Assists in the identification of ways to continually improve the effectiveness and efficiency of Medical Administration operations.
- Supports CCH in developing proposals that support strategic Assists in the reviews, oversees, and coordination of management, tracking, and reporting of all income for the various clinical components of the department.
- Provides the Director of Clinical Affairs analyses of clinical departmental revenue and expenses and net financial impact.
- Assists in generation recommendations to the Chief Medical Officer on ways to maximize physician schedules, Clinical Administrative Research and Teaching (CART) distributions, productivity relative to relevant industry benchmarks.
- Prepares periodic and ad-hoc business reports and projections at the request of the Director of Clinical Affairs.
- Participates in the establishment and implementation of short- and long-range organizational goals, objectives, policies, and operating procedures.
- Monitors and evaluates operational effectiveness.
- Performs other duties as assigned.

Minimum Qualifications

- Master's Degree from an accredited institution in Business, Healthcare Administration, or related field with Two (2) years of experience in a health system environment OR Bachelor's Degree or higher in Business, Healthcare Administration or related field with five (5) years of experience in a health system environment
- Two (2) years of experience supervisory and/or management experience
- Two (2) years of experience working in a clinical environment with clinical staff

Preferred Qualifications

- Prior experience with LEAN/Six Sigma process improvement methodology
- Previous government-based healthcare system experience
- Experience in a physician practice environment

Knowledge, Skills, Abilities and Other Characteristics

- Exceptional interpersonal skills, including the ability to establish and maintain effective relationships with patients, physicians, management, staff, and other customers.
- Demonstrated team experience, leadership skills, collaborative approach to solving problems and proven successes in implementation of team goals.
- Must have strong analytical and organizational skills.
- Proficiency in strategic financial and budgetary planning with an emphasis on both physician compensation models and revenue analysis



Knowledge, Skills, Abilities and Other Characteristics

- Proficiency in accounting concepts, internal controls framework, and financial statement analysis.
- Demonstrates ability to work within tight deadlines and timelines, with proven experience in meeting goals on time.
- Demonstrated customer service skills, including the ability to use appropriate judgement, independent thinking and creativity when resolving customer issues.
- Excellent verbal and written communication skills.
- Ability to use personal computers and select software applications.

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.