

Unit Manager (Ob-Gyn)

Job Family Description - HEALTH SERVICES – Reports to: Clinical Operations Director

This job family provides direction and support to the organization’s clinical staff, and to be an active, valued member of the Management Team. Jobs in this family maintain the highest confidentiality in regards to staff records and utilizes a team based approach. To perform this job successfully, an individual must be able to perform the duties listed below satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- ▶ Diploma of Nursing from an accredited School of Nursing. Must be licensed a License Practical Nurse Satisfactory professional references.
- ▶ Experience: 3-5 years of ob-gyn clinical experience including a minimum of 2 years in a supervisory capacity.

**Work Level/
Clinical**

Duties

- Responsible for the direct overseeing of medical assistants.
- Responsible for departmental interviews and new hire orientation and coordination of clinical staff.
- Coordinates clinical staff schedules, work assignments, and lunch schedules for medical assistants.
- Works closely with the Clinical Operations Director (COD) to continuously review and improve quality of care provided to patients.
- Must ensure that OSHA and HIPAA guidelines are followed in clinical areas.
- Liaison with medical suppliers and vendors; scheduled provider in-services and luncheons.
- Submit orders for medical supplies and medications to COD for approval.
- Orders all medical supplies and medications with COD’ approval.
- Delegate’s responsibilities to other clinical support staff as necessary.
- Handles complaints and concerns of both patients and staff in a positive, professional manner. Knows where and when to direct problems that he/she is unable to resolve.
- Must complete and maintain employee performance reviews annually and for the sixty day introductory period. Must discuss reievw with COD prior to completing and presenting performance review with the employee. COD may participate in review presentation as his/her discretion.
- Demonstrate flexibility, enthusiasm, and willingness to cooperate while working with others in multi-disciplinary teams with activities to include participating in daily huddles.
- Must document employee counseling forms both oral and written warnings with reprimanded employee.
- Provide timeley communication with patients, make inquiries, execute follow-up actions, and help integrate information into the care plan.
- Respond to all emergency clinical situations and assist where needed.
- Participate in continuing professional growth through attendance at workshops and professional in-services and through individual research and reading, to include comminication skills.
- Must demonstrate clinical competence and serves as a role model to support staff
- Will maintain a liaison relationship with a wide range of community health care and related support providers to assist all center patients with appropriate referrals as needed.
- Attend and participated in organized functions of the Center and perform administrative functions as necessary.
- Must demonstrate clinical competence and serves as a role model to support staff.
- Responsible for cross training clinical staff and providing intake back up coverage conducting daily intake of patients as per clinical protocols to include all walk-ins and intake telephone calls during scheduled clinic hours.verage as assigned.
- Fully participates in the organizations performance improvement program.
- Fully participates in the organizations corporate compliance program.
- Completes all other duties as assigned.

Unit Manager

Knowledge, Skills, & Abilities	Core Competencies
<ul style="list-style-type: none"> ▶ Knowledge of principles and practices of strategic planning, development, and evaluation. ▶ Knowledge of and ability to interpret and apply related federal, state, and local laws, rules and regulations. ▶ Projects a professional personal appearance and demeanor while on Center premises or representing the Center Ability to delegate tasks efficiently among team members. ▶ Knowledge of and ability to interpret and apply related institutional policies and procedures. ▶ Ability to communicate effectively verbally and in writing. ▶ Ability to establish and maintain effective working relationships. <p>SUPERVISORY RESPONSIBILITIES</p> <p>Supervises other employees within the department</p> <p><i>*As a LPN-Unit Manager it is understood that my scope of service does not include triage.</i></p>	<ul style="list-style-type: none"> ▶ 1. Communication <ul style="list-style-type: none"> – In addition to using highly developed analytical, technical, computer, oral, and written communication skills, uses high-level persuasion and negotiation skills. ▶ 2. Judgment/Decision Making <ul style="list-style-type: none"> – Provides input into strategic decisions that affect planning, policies, practices, and operations for a department, function and/or school/college. ▶ 3. Accountability & Self-Management <ul style="list-style-type: none"> – Has full responsibility for interpreting, organizing, and executing assignments. ▶ 4. Supervision <ul style="list-style-type: none"> – Receives limited direction typically related to complex projects/situations. ▶ 5. Problem-Solving & Analysis <ul style="list-style-type: none"> – Is generally expected to interpret and apply institutional policies, manage resources and initiate actions to achieve broadly defined objectives. ▶ 6. Budgetary Decisions <ul style="list-style-type: none"> – Provides input into the budget planning process and is responsible for controlling and recommending budget expenditures within own area. <p><i>I certify that I have read the entire job description and understand the duties of this position.</i></p> <p>Employee Signature: _____ Date _____</p>

*** The statements described in this job description is the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*