

SPECIALTY CLINICS MANAGER

POSITION OVERVIEW:

Oversees Cardiology, Pulmonology, Radiation Therapy, Oncology, and Pain. Directs clinical practice and is responsible for development of policies procedures, orientation, and nursing practice within the clinic setting. Works collaboratively with the providers, staff and patients. Other responsibilities include; evaluations, coaching and discipline, overseeing of staff competencies, assisting with developing new programs, education of staff and patients, scheduling, and customer service follow up. The clinical manager will assist with quality review and reporting, compliance, safety and infection control and regulatory body compliance and monitoring. Interviewing and hiring of qualified staff is a key responsibility. Responsible for yearly budgets. Identify efficient and cost-effective workflows. Receives direction from: Director of Nursing.

SHIFT: Full-Time, Monday-Friday, 8am-5pm

MINIMUM QUALIFICATIONS:

Nursing degree or Bachelor's degree as a registered nurse is required

LICENSE/CERTIFICATION

MT RN Nursing licensure; BLS, ACLS certification required

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of the purposes, organization, and policies of the community's health systems.
- Knowledge of the policies and procedures of healthcare operations.
- Knowledge of the principles and practices of employee development.
- Knowledge of computer programs and applications.
- Knowledge of budget.
- Knowledge of State Board of Nursing Rules.

Strong customer service and customer relation skills. Excellent computer skills including Word, Excel, Access, and PowerPoint.

Skill in analyzing situations accurately and taking effective action. Skill in establishing and maintaining effective working relationships with employees, policy-making bodies, third party payors, patients, and the public. Skill in exercising judgment and discretion in

developing, applying, interpreting, and coordinating departmental policies and procedures. Excellent written and verbal communication skills. Skills in assessing effective / efficient workflows.

About the Great Falls Clinic:

In 1917, four visionary medical leaders opened a world-class comprehensive health care center, with an integrated team of specialists and a personal approach to wellness—far from an urban center. Today, the Clinic is Montana's largest independent group of physicians, providing the greater Great Falls area with a vast range of health services: diverse specialty medical clinics, a warm and caring hospital, urgent care clinics, family practice, vision services, and a surgical center.

As a provider-led organization, the Clinic is committed to recruiting the most contemporary medical staff, harnessing the power of the latest medical technologies, continually striving for advancement, and above all, working as a team to meet the health needs of the 225,000 residents living in our 17 local counties.

The Great Falls Clinic's Vision is to be the healthcare provider of choice for patients and the workplace of choice for staff and providers. We will achieve this vision by committing to a culture of: integrity and safety, evidence based exceptional care, compassionate customer service, great work environment and innovation/technology.