



Clinical Director, Full Time

Culmore Clinic is a 501(c)(3) nonprofit, interfaith healthcare clinic serving low-income, uninsured adults in Bailey’s Crossroads, a culturally rich community of Fairfax, Virginia. Supported by a diverse group of volunteers, healthcare providers, and donors, Culmore Clinic offers compassionate medical care and counseling services, as well as specialty referrals at little to no cost. Volunteers founded Culmore Clinic in 2007 and to this day it is still significantly volunteer run, allowing more resources to go toward patient care.

Culmore Clinic seeks a Clinical Director to manage and refine a hybrid clinical program that incorporates telemedicine and onsite operations. The position works closely with the Executive Director, the Patient Services Manager, providers, and staff to ensure quality and compassionate healthcare across the Clinic’s unique patient panel to move the organization toward the establishment of a Patient-centered Medical Home in the Bailey’s Crossroads community in the next three to five years.

Position Details			
Job Title: Clinical Director			
Date Created/revised: April 2018/August 2020			
Reports to:	Executive Director	Supervises:	Nursing Staff, Medical Providers, and Clinical Volunteers
Salary: Salary Range \$70,000 - \$75,000; health insurance; malpractice coverage provided.			

Essential functions of the position	
1	<p>Clinical Leadership</p> <ul style="list-style-type: none"> ● Oversees Culmore Clinic’s hybrid operations (onsite and telemedicine) and ensures the delivery of high-quality, safe, and compassionate medical care. ● Provides leadership to meet the goals of patient-centered care along with efficient and cost-effective operations; ensures budget stays on target. ● Serves as lead clinical resource and promotes educational training to nursing and provider staff on clinical best practices. ● Designs, manages, codifies, and continuously improves processes, systems, and policies that positively impact clinical services. ● Participates in long-range organizational growth and the development of organizational goals, strategic plans, and objectives.

2	<p>Clinical Policy and Process</p> <ul style="list-style-type: none"> Ensures policies and systems are in place to deliver high quality care and good communication across all clinical programs including, but not limited to: <ul style="list-style-type: none"> Medical Counseling Patient education Specialty sessions Pharmacy services Vaccinations Prevention Interpretation Testing Implements Quality and Risk Management programs. Develops and maintains safety protocols and strict HIPPA compliance
3	<p>Population Health Management</p> <ul style="list-style-type: none"> Tracks data on clinical efficacy and impact. Maximizes use of EHR; ensures staff training
4	<p>Human Resources</p> <ul style="list-style-type: none"> Trains and manages nursing and volunteer allied professionals; completes performance reviews for nursing employees Develops Clinic schedule and ensures appropriate staffing.
5	<p>Other duties as assigned</p>

Education and Experience

- Minimum BSN with license/certificate in Virginia. MSN preferred.
- Minimum of 5 to 10 years of clinical operations experience with increasing levels of managerial and supervisory responsibility
- High-level of proficiency in Electronic Health Records, Google, and Microsoft Office Suite with excellent writing, editing, and administrative skills
- Bilingual Spanish/English

Qualifications

- Strong leadership, interpersonal, communication and managerial skills to lead, motivate and direct a predominantly volunteer staff and work collaboratively across multiple programs.
- Working knowledge of organizational policies and procedures; health care delivery systems and administrative practices; computer systems and EHR.
- High level of excellence in patient/caregiver relations with demonstrated ability to: plan, codify, direct, evaluate, and improve clinical operations; comprehend, interpret, and implement complex regulations and guidelines; communicate effectively and respectfully with staff, patients, the public, and external agencies; including people from different racial, ethnic, and cultural backgrounds and lifestyles, demonstrating a knowledge and sensitivity to their needs.

Interested parties should send a resume plus cover letter to: lisah@culmoreclinic.org