

SHAWNEE COUNTY, KANSAS
Position Description
Clinical Services Division Manager

POSITION NUMBER: HA1011A

FLSA STATUS: E

POSITION DESCRIPTION

Under general supervision, this **unclassified** position is responsible for management of the Clinical Services Division, which includes community and clinic services. This position exercises a considerable amount of independent judgment within Department standard operating procedures and other local, state and federal contracts for the provision of services. Performs other duties as required. This position is supervised by the Health Department Director.

WORK PERFORMED

- 35% Division Program Oversight.** Oversees and manages the operation of Clinical Services programs that are provided in clinical and community settings by oral and written directives to program Team Leaders. Works cooperatively with the Health Department Director, Division Managers, Team Leaders and department staff to ensure the Clinical Services Division operates efficiently and cohesively with a high quality of patient/consumer care standards and in accomplishing the vision and mission of the Department.
- 20% Supervision.** Supervises staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Checks work procedures and products. Hires, trains, and supervises staff.
- 15% Training.** Provides training and leadership to Clinical Services Team Leaders concerning management skills and techniques as well as the delivery of efficient and effective public health services.
- 10% Reporting.** Provides statistical data and analysis concerning Clinical Services programs. Manages the Division's budget in coordination with the Health Director and Finance Officer. Oversees and assures compliance with federal, state and local statutes, as well as grant requirements.
- 10% Planning.** Develops appropriate policies and procedures (administrative and clinical) and ensures their enforcement.
- 10% Community Relations/Partnerships.** Develops strategies for working successfully in multi-agency and intra-agency collaborations. Maintains community relations with other agencies, departments and organizations.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Principles, practices and methods of health care management to include strong leadership skills to effectively motivate, manage and communicate with subordinate staff in multiple service areas and other divisions of the Department.
- Clinical services and community-based health services theory and practice.
- Public health services theory and practice.
- State, federal and local standards, rules and regulations regarding public health programs, community partnerships, and billing practices.

Ability to:

- Manage Health Support and Health Professional staff in clinical and public health settings.
- Communicate effectively with management, peers, community partners and the patients/consumers of Health Department services.
- Exercise independent judgment and problem solving on an ongoing basis.
- Utilize a personal computer and computer network systems.
- Plan and direct the work of others.
- Establish and maintain constructive relationships with community agencies, professional groups and peers.
- Communicate effectively, both orally and in writing, using the English language.

Skill in:

- Providing positive, encouraging leadership and direction to employees.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling	X				Bending	X				High Elevation	X			
Climbing		X			Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery		X		
ARMS					Carrying	X				Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions		X		
Carrying		X			Turning	X				Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards		X		
EYES					Walking	X				Slippery Surfaces		X		
Near Vision				X	Standing	X				Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision	X				Carrying	X				Irregular Surfaces		X		
VOICE					Climbing	X				Moving Objects		X		
Talking			X		Jumping	X				In High Volume Traffic		X		
EARS					Turning	X				Exposure to Marked Changes in				
Hearing			X		Lifting	X				Temperature and Humidity		X		

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EQUIPMENT USED

Personal Computer	Photocopier	Office Furniture
Fax Machine	Scanner	Reference Materials
Printer	Calculator	BBP Personal Protective Equipment
Multi-line Telephone		

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university in the Health or Human Services field.

Five (5) years' public health work experience including two (2) years' supervisory experience.

Valid Driver's License and able to operate County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical and drug screen.

Required to complete National Incident Management System (NIMS) 700-800 and Incident Command System (ICS) 100-200 within six (6) months of employment.

Required to complete Incident Command System (ICS) 400 within twelve (12) months of employment.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____	_____
Employee's Signature / Printed Name	Date

_____	_____
Administering Supervisor's Signature / Printed Name	Date

_____	_____
Appointing Authority's Signature / Printed Name	Date

Created: 05/06
Revision History: 11/17