

COMMUNITY OUTREACH MEDICAL CENTER

Job Description Form

Division/Department :	Clinic
Location :	Main Office
Job Title :	Clinical Coordinator/Community Health Manager
Reports to : Evelyn Fraire	<i>Title</i> Operations Manager

Level/Grade	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 4 - 40hrs / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Develops plans for community-based health programs; recommends community health initiatives, policy implications, and best practices; identifies potential funding sources; evaluates effectiveness of health programs; manages contracts; develops and administers risk management programs; insures HIPAA, JCAHO and other industry compliance; provide health related information; may provide a variety of nursing services to assist the physicians when necessary; stay abreast of new trends and innovations in the field of nursing, acute/chronic illnesses/diseases, prevention and wellness; develop quality improvements protocols.

WORK EXPERIENCE REQUIREMENTS

Knowledge of principles, procedures and methods of nursing practice, medical terminology, pertinent Federal, State and local laws, codes and regulations regarding health care and nursing practice. Two years registered nursing experience preferably within the last five years, one year as a case manager preferred. At least eight years of supervisory experience managing a variety of nurses and/or nurse related program. Experience is a community based setting a plus.

EDUCATION REQUIREMENTS

Bachelor's degree from an accredited college or university with coursework in nursing or equivalent registered nurse experience, MBA preferred. Valid State Nursing License and Nevada drivers' license. Possession of or ability to obtain valid CPR certificate.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	