



Adams County Health Department Position Vacancy

- Job Title:** Director of Clinical Services
- Education Required:** A Master's Degree in Business Administration, Healthcare Administration, Nursing Administration, Public Administration, Public Health or a related degree. Candidates with a Bachelor's Degree in one of the above-listed fields will be considered with exceptional related experience.
- Experience Required:** 3+ years of experience in administration of healthcare-related management preferred.
- Licensure Required:** Possession of a valid proper class motor vehicle operator's license by the state of residence, prior to appointment during tenure of employment. CPR Certification within 6 months of employment.

Description of Job Activities:

- Management of multiple clinical departments in a public agency, including personnel, program objectives and budget performance.
- Assurance of compliance with all federal and state laws related to employee safety, patient privacy and safety, financial regulation, and other areas regulated in clinical practice.
- Supporting supervisory staff in meeting program goals, leadership and staff development, and quality improvement.
- Assurance of financially stable operation of current clinical operations.
- Business development, including evaluation and implementation of new opportunities that support the mission of the Department.
- Recruiting professionally licensed individuals to perform in clinical setting.
- Other duties as assigned.

The knowledge that is required to accomplish these activities is as follows:

- Extensive knowledge the regulatory environment.
- Extensive knowledge of the clinical and billing environment for public and private pay sources.
- Human resource management familiarity.
- Familiarity with creating and implementing budgets, accounting and grant management concepts, financial modeling and other areas of business management.