**Job Title:** Executive Clinic Director in the College of Clinical & Rehabilitative Health Sciences at East Tennessee State University, Johnson City, TN

**Job Summary:**

Responsible to the Associate Dean of Academic Affairs, the Executive Clinic Director will oversee all current and future clinical operations, service delivery, and business office operations at the Nave Center.

**Knowledge, Skills, Abilities:**

***Communication skills.*** The skills to effectively communicate and collaborate with healthcare providers. Communication with other professionals in areas of clinical expertise, education, and professional mentoring. Interact with and educate other therapists in areas of clinical education and expertise.

***Teamwork and collaboration.*** Ability to interact effectively with individuals at all levels and from diverse professional and cultural backgrounds.

***Detail oriented.*** Strong analytic and observational skills to ensure clinical therapy staff provides safe, efficient, and effective care.

***Resourcefulness.*** Flexible with the ability to adapt staffing and scheduling requirements to meet the needs of clinical services at the Nave Center.

***Organizational and time-management skills.*** Excellent organizational skills to work effectively in an environment that requires balancing multiple priorities.

***Problem-solving***. Ability to effectively identify, define, and solve problems.

***Financial skills.*** Ability to plan and manage an operational budget while balancing expenses and revenues.

**Desired Required Qualifications:**

* Graduate degree in audiology, occupational therapy, physical therapy, social work, or speech-language pathology, or related rehabilitation profession.
* Eligible for a professional license as an audiologist, occupational therapist, physical therapist, social worker, or speech-language pathologist in the state of Tennessee.
* Experience supervising clinicians and support staff in a clinical setting. At least three (3) years of experience in a leadership/supervisory role.
* Experience with billing, reimbursement, and scheduling in rehabilitation services.
* Proficiency with Electronic Health Records
* Outstanding human relations and leadership skills and the ability to function in an interprofessional, team environment.

**Desired Preferred Qualifications:**

* Extensive experience in a leadership/supervisory role (> 3 years).
* Experience managing clinic budgets greater than $500k.
* Experience with telehealth services and clinical simulation.
* Skills in business and technology
* Background in healthcare delivery and operations across settings and disciplines including Audiology, OT, PT, Social Work, SLP, and related health professions.
* Experience as an autonomous practitioner within an interprofessional practice setting.
* Experience with models of clinical supervision.

**Supervised By:**

Associate Dean of Academic Affairs, Dr. Jeff Snodgrass.

**Position Supervises:**

Supervision and coordination of all on-site staff including clinical coordinators, staff clinicians, and front office staff.

**Job Duties/Responsibilities:**

**Essential:**

* Supervises and coordinates clinical, fiscal, and administrative services.
* Manage an independent clinical caseload serving applicable patient population
* Participates in the recruitment, hiring, and evaluation of staff.
* Maintains clinical records
* Ensures compliance with policies and regulations
* Develops and implements methods to ensure the effective and efficient use of staff and facilities
* Monitors regulatory and clinical standards; productivity and quality assurance efforts, meets contractual reporting requirements and performance standards
* Updates and maintains CCRHS and ETSU Health’s policies and procedures as it relates to all clinical program operations
* Oversees certification site visit preparation for clinical education and assists with program reports
* Facilitates critical incident reviews and staff debriefings
* Assists with the orientation and training of new staff.
* Oversees and coordinates clinic scheduling
* Provides and participates in ongoing professional development and other in-service training for staff.
* Communicates with department chairs and academic program directors in the College of Clinical and Rehabilitative Health Sciences including AUD, OT, PT, Social Work, and SLP.
* Manages interprofessional collaboration with multiple disciplines including Audiology, Medicine, Nursing, OT, PT, Social Work, SLP, and others.
* Represents and markets services and programs to the health care, educational, and general community (within and outside of ETSU Health).
* Maintains knowledge of University and ETSU Health policies and procedures.
* Develops strategies to improve identified areas of need within the clinic, including short and long-term strategic planning.
* Meets periodically with the Dean’s leadership team.
* Develops and manages operational budgets.
* Communicates with physicians and other providers as needed to coordinate patient care.
* Develops and maintains policies and procedures for clinical and business office operations.
* Coordinates clinical operations with onsite clinical education coordinators.

**Required License/Certification**

* Eligible for a professional license in their discipline in the state of Tennessee

**Contact for more Information:**

**A. Lynn Williams, Ph.D., CCC-SLP**

**e:** [**williamL@etsu.edu**](mailto:williamL@etsu.edu)

**p: 423-439-7469**