

## CLINICAL DIRECTOR

*Manages the day-to-day clinical operations of Women's Health in coordination with the Medical Director and Executive Director.*

<p><u>Hours:</u> Full Time      <u>Salary:</u> \$88,000- \$95,000/yr. <u>Supervisor:</u> Executive Director      <u>Start Date:</u> ASAP</p>
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### **PRIMARY RESPONSIBILITIES:**

#### SUPERVISORY

- Recruits, selects, hires and trains all professional clinical staff. Supervises performance and conducts timely performance evaluations.
- Manages staff input and conflict effectively and ensures that employees follow clinic policies and procedures.
- Determines scheduling needs and arranges for clinical staff coverage in clinic and on-call.
- Creates and manages an effective, competent clinical team.

#### CLINICAL

- Meet monthly with Medical Director, coordinate update of patient educational handouts, arrange for in-service education for clinical staff.
- Provide shared on-call coverage and some direct patient care as needed.
- Oversee Title X Coordinator to ensure clinic policies and procedures are in compliance.
- Address clinical concerns and/or complaints from patients.

#### QUALITY ASSURANCE AND IMPROVEMENT

- Oversee the staff/board Quality Assurance and Improvement committee.
- Implement staff and board suggestions into clinical policies and procedures.

#### MANAGEMENT

- Submit reports on a timely basis, coordinate compliance with CLIA, OSHA and other regulatory requirements.
- Facilitate monthly provider and clinical staff meetings.
- Suggest program development related to clinical practice with Executive Director.
- Oversee pharmacy, lab, electronic health record and inventory processes.

#### ADMINISTRATIVE TEAM

- Provide leadership on the Administrative Team.
- Collaboratively create a vision for the future of Women's Health.
- Operationalize strategic initiatives of the Board of Directors.

## **QUALIFIED APPLICANTS WILL DEMONSTRATE:**

- Strong commitment to reproductive freedom, and an ability to demonstrate knowledge and passion for the mission of Women's Health.
- Qualifications as Advanced Practice Nurse dedicated to providing excellent abortion, family planning and gynecology care.
- Experience in working with marginalized populations.
- Outstanding written and verbal communication skills.
- Strong work ethic and a proactive, self-directed work style.
- Supervisory experience and a passion for working collaboratively.
- Solid technology and computer skills with experience utilizing Electronic Health Records. Familiarity with NextGen a plus.

## **WHY WOMEN'S HEALTH?**

- ✓ **We make a real impact** for those we serve. As the first abortion provider to open in Colorado, we remain innovative and locally focused, honoring the legacy of our founders. We aim to create access for those who need it the most by breaking down barriers that exist in our community.
- ✓ **We support each other.** The culture at Women's Health is built around trust, collaboration, and respect. Diverse backgrounds, experiences and viewpoints are celebrated and valued here. Our approximately 40 staff members are driven by their personal passion for our cause, and come together to build strong, effective programs.
- ✓ **Our benefits package** for full-time employees includes ten paid holidays, paid time off (vacation + sick), medical coverage, long-term disability, a 403b retirement plan, and an Eco-Pass.

**The Mission of Boulder Valley Women's Health Center** is to provide accessible, confidential and comprehensive gynecological and reproductive healthcare, including sexual health services and education. We envision a healthy community of people empowered to make informed choices about their sexual health and well-being.

*Women's Health values diversity and is committed to hiring individuals from various backgrounds. As an Equal Opportunity Employer, we do not discriminate based on race, color, religion, gender identity, gender expression, sexual orientation, national origin, age, or ability.*

## **TO APPLY:**

- Email your resume and a cover letter, specifically addressing the position responsibilities and your associated qualifications, to:
  - **Susan Buchanan, Executive Director:** [Susan@bvwhc.org](mailto:Susan@bvwhc.org)
- Position will remain open until filled.
- No phone calls, please.
- Employment at Women's Health is contingent upon candidate passing background check.