

TITLE Healthcare Services Director - \$5,000 Sign on Bonus

DESCRIPTION Responsible for supervision and oversight of a team of 6 delegating RNs, (supervising LPNs and Medical Assistants) providing healthcare services to the developmentally disabled community. Interfaces with Meritus Medical Center leadership for clinical concerns and issue resolution. Responsible for ensuring appropriate services are delivered to persons supported in the most cost efficient and effective manner while working with programs to ensure compliance with all agency, state, federal, and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage Healthcare Services, including staffing levels, to meet the needs of the department and persons supported and serve as the regulatory expert on COMAR and DDA regulations.

Fiscal management of the program(s) by monitoring financial records, expenditures, individuals served accounts, and program billing in a timely manner; assists in writing proposals and budget development.

Supervise and fairly and consistently manage staff in accordance with the agency's policies and procedures using the principles of Person Centered Thinking.

Work collaboratively with the Joint Leadership Team.

Analyze and document business processes and problems and develop solutions to enhance efficiencies and effectiveness.

Coordinate and assure the appropriate implementation of Quality Assurance procedures for specific program(s).

Leads and develops staff in areas of growth opportunity, guiding development of professional staff while serving as a role model, teacher, coach and leader.

Ensure fair and consistent evaluations in accordance with established guidelines.

Facilitate communication with all levels within the agency and outside of the agency regarding healthcare services.

Work collaboratively and cooperatively with the Human Resources Department on personnel policies, procedures, coaching, corrective actions and training needs.

Participates in the development, implementation, documentation, and monitoring of safety procedures and protocols within the agency.

Assist in establishing and fostering a team approach and coordination of the agency's services and the sharing of resources among programs.

Serve as a member of Admissions Committee for admissions/discharges of individuals to programs assuring that individuals receive appropriate services as identified in the funding plan.

Develop and facilitate a positive community presence, focusing on networking opportunities, enhancement of opportunities for individuals, and increasing community awareness of the agency and its mission.

Participates in or designates a member of the nursing staff to participate on various committees.

REQUIREMENTS

Manages an individual case load in the absence of delegating nurses and serve as back up on call nurse.

Bachelor's Degree and a license to practice as a Registered Nurse in Maryland with at least five (5) years' experience working with individuals with developmental disabilities and a minimum of three (3) years of supervisory experience OR an Associate's Degree and a license to practice as a Registered Nurse in Maryland and at least ten (10) years' experience working with individuals with developmental disabilities and a minimum of five (5) years of supervisory experience may be considered.

Management experience in medical operations, strategic planning, budget preparation, and program management with outcome measurements along with effective team building and CQI experience strongly preferred

A current driver's license with two (2) years of good driving experience required.

The successful candidate will also need to pass a background check and pre-employment screenings, including drug screen. Must be proficient in use of Microsoft Office Suite and electronic - Word, Excel, Outlook and PowerPoint and other computer software programs. Position requires lifting and transferring.

EOE STATEMENT

All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, disability status, veteran status or any other characteristic protected by law.