



Administrative Director

The Administrative Director shall manage the operational functions of the Clinic. He or she is responsible for overall Clinic operations as well as the day to day management of the Clinic. He/she will establish short term and long term goals, objectives, plans and policies for the Clinic subject to the approval of the Board of Directors.

Principal Duties and Responsibilities:

The Administrative Director will be responsible for all financial statements, reports and certificates as required by the law and necessary for the orderly conduct of the affairs of the Clinic.

The Administrative Director has overall responsibility for:

- 1) Planning, coordinating and evaluating all activities of the administrative area of the Clinic including reception, scheduling and eligibility screening.
- 2) Medical records data management, including implementing the Electronic Medical Records.
- 3) Assisting in planning and utilization of the physical facilities.
- 4) Resolving complaints, problems and grievances. Maintains personnel files and other confidential records, benefits and payroll. Will serve as the supervisor for the leadership team. Evaluates employee performance and make recommendations for any personnel changes. Updating the employee handbook as needed.
- 5) Reviewing and approving accounts payable, payroll, timely deposits of taxes, and state and federal tax documents.
- 6) Providing financial reports on a periodic basis to the Board of Directors, coordinates accounting records with our accountants, help to prepare the records required for the annual audit.
- 7) Assisting with operating and capital expenditure budgets for review and approval by the Board of Directors at specified intervals.
- 8) Prepare and record monthly agendas and minutes for the Board and for the Finance Committee.
- 9) Recording and distribute minutes of Staff meetings.
- 10) Maintaining stock supplies for departments of office, custodial, kitchen and laundry.
- 11) Overseeing the building and grounds maintenance as requested, such as the gardens and the building.
- 12) Overseeing computer and office equipment maintenance and/or service.
- 13) Back-up systems for valuable computer information.
- 14) Maintaining Petty Cash Fund.
- 15) Speaking at and attending social engagements as requested, including clinic tours.
- 16) Overseeing Patient Eligibility and Scheduling, actively managing patient flow and backlog.
- 17) Helping prepare the Annual Report.

- 18) Monitoring the Progress of the Strategic Plan and report to the Board.
- 19) Attending meetings of Free Clinic Associations and Professional Associations as needed.
- 20) Negotiating operational and clinic contracts as needed, such as Quest and St. Rose on an annual basis and in a timely manner.
- 21) Complying with all contractual arrangements, including County Lease.
- 22) Helping to prepare the FTCA Compliance reports.
- 23) Other, as directed.

Knowledge, Skills and Abilities Required:

- 1) Knowledge of health care organizational management, basic accounting at a level usually acquired through completion of a Bachelors degree.
- 2) Approximately ten to fifteen years progressive managerial experience, minimum three years in a health care organization with responsibilities in Clinic administration and operations.
- 3) A high level of interpersonal skills necessary to interact in extremely delicate, sensitive and/or complex situations.
- 4) An extremely high level of problem-solving skills necessary to organize, plan and direct the work of Clinic operations.
- 5) Extensive computer skills, particularly Word and Excel. Previous experience with electronic medical records desirable.
- 6) Experience in health care related programming.
- 7) Ability to work independently.
- 8) Experience as a volunteer preferred.
- 9) Commitment to the Free Clinic philosophy of care and an understanding of the non-profit vision and mission of Volunteers in Medicine of Southern Nevada.

Reporting Relationships:

- 1) Directly reports to the Board of Directors and President of VMSN
- 2) Direct report for all management staff with regards to operational issues (i.e. Medical Director, Volunteers Director, Development Director, Nursing Director, and Medical Dispensary Manager). Non-operational issues such as clinical care will report directly to their respective committees.

The above statements are intended to describe the general nature and level of work being performed by people to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Qualified candidates may submit resume to resume@vmsn.org or via fax to (702) 967-0538.