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JOB POSTING
OFFICE OF HUMAN RESOURCES
July 8, 2013

POSITION: Health Center Administrator

DEPARTMENT: Levittown Health Center

DIVISION: Academic Affairs

HOURS: Full-Time, Exempt Level Position

General Description:
The position of Health Center Administrator is a full time appointment requiring a minimum of 35 hours of service per week to the College. The Health Center Administrator plans, guides, organizes and monitors the services provided in the Health Center.

Functions:
1. Responsible for day to day administrative activities of the Health Center and its affiliated entities as well as the faculty, staff and students; consults with the administration of the Finger Lakes School of Acupuncture and Oriental Medicine with respect to AOM clinical matters when needed.
2. Support the mission of the College and its Health Centers.
3. Model and promote professional behavior and stewardship toward the College programs and facilities.

Organizational Relationships:
1. Reports to the Executive Director of Health Centers.
2. Provides direct supervision of the clinical chiropractic faculty and staff members of the Health Center.
3. Collaborates with the Dean of Chiropractic Clinical Education and when needed the Senior Clinician regarding the educational components of the Clinical Service Phase courses.
4. Works in partnership with members of the College faculty, staff and administration.

Specific Duties and Responsibilities:
1. Oversees day to day operations of the Health Center including management of quality assurance initiatives.
2. Develop, foster and implement approved chiropractic protocols for the Health Centers and affiliated programs.
3. Encourage and support faculty and staff development.
4. Promote and enforce the policies and procedures of the College and its Health Centers.
5. Develop and suggest revision of Health Center chiropractic programs, policies and procedures, in collaboration with Executive Director of Health Centers.
6. Assists in developing Health Center goals and objectives and oversees the implementation of action steps through the Health Center ODP.
7. Schedules chiropractic faculty and staff coverage of responsibilities.
8. Oversees and support the duties of the Health Center chiropractic faculty and staff. Works with the Executive Director of Health Centers in situations of conflict.
9. Obtains feedback from stakeholders and then completes chiropractic faculty and staff performance evaluations. Provides input regarding promotion and contract renewal for faculty.
10. Collaborates with the Executive Director of Health Centers and the Dean of Chiropractic Clinical Education regarding the assessment, management and recommendations of human, fiscal and material resources at the Health Centers.
11. Develops community relationships and affiliations to further the educational and service missions of the College.
12. Seeks out potential Independent Contractors and researches their suitability for the Health Center and provides appropriate recommendations to the Executive Director of Health Centers.
13. In conjunction with the Executive Director of Health Centers maintains compliance with applicable local, state and federal regulations and accreditation requirements pertaining to the chiropractic educational and patient care activities of the Health Centers.
14. Facilitate regular Health Center meetings.
15. Oversees the maintenance of the Health Center facilities, equipment and grounds in conjunction with the Executive Director of Health Centers.
16. Provide input and guidance regarding College initiatives impacting the Health Centers.
17. Participates in the Health Center Leadership meetings with the Executive Director and Academic Deans.
18. Participates in College committees.
19. Upholds high patient care standards and serves as a professional role model for faculty, staff and interns of the Health Center.
20. Monitors and oversees the quantitative and qualitative progress and evaluation process of chiropractic interns.
21. Schedules, prepares and oversees orientation and presentations for chiropractic Clinical Service Phase courses in conjunction with the Dean of Chiropractic Clinical Education.
22. Monitors and oversees all chiropractic student clinical interactions within the Health Center and its spokes to ensure compliance with course requirements in conjunction with the Dean of Chiropractic Clinical Education.
23. Utilizes the Dean of Chiropractic Clinical Education as a resource for student educational components.
24. Oversees and approves community outreach events associated with the Health Center.
25. Oversees the delivery of patient care services in the Health Center and affiliated programs in conjunction with faculty clinicians.
26. Schedules, prepares and oversees lectures, demonstrations and workshops on various topics within the context of the chiropractic Clinical Service Phase courses.
27. Encourages community education by participation in health fairs and events to promote awareness.
28. Responsible for managing the marketing activities of the Health Center.
29. Maintains professional affiliations and enhances professional development to keep current in the latest health care trends and developments.
30. Maintain a professional relationship with NYCC alumni and other health care practitioners/providers.

Methods of Accountability:
1. Verbal and written communications with the Executive Director of Health Centers, Health Center faculty, staff and interns as well as other College stakeholders.
2. Compliance with the College’s Protocol.
3. Efficient and effective operations of the Health Center.
4. Written feedback from student interns and other College constituents.
5. Annual performance evaluations by the Executive Director of Health Centers.

Mental and Physical Requirements:
1. Effective and professional verbal and written communication skills.
2. Responsible administrative judgment.
3. Professional demeanor.
4. Basic proficiency in PC use and Microsoft Office programs (Word, Excel, PowerPoint, Outlook).
5. Ability to manage stressful situations in a fast-paced, multi-task work environment.

Education, Training and Experience:
1. Master’s degree in health care administration or business administration/management preferred.
2. Minimum of five years administrative experience in a clinical setting required.
3. Supervisory management experience; ability to work and guide a team.
4. Strong leadership and analytical skills.
5. Strong interpersonal and communication skills.

Working Environment and Contributions:
1. Clean, ventilated, lighted and temperature-controlled office setting.
2. Safe, professionally equipped and appointed health care facility.
3. Positive, collaborative, professionally supportive and academically stimulating environment.

**Equipment and Tools:**
1. General office furnishings and equipment.
2. Telecommunications equipment (telephone, fax).
3. PC hardware and software with internet access.
4. Reference materials.

NOTE: Due to the driving/travel requirements, this position is subject to the College’s Motor Vehicle Use Policy and the employee will be required to sign a release upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

If you are interested in applying for this position; please submit a cover letter, resume and three professional letters of reference to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: cquill@nycc.edu