



JOB DESCRIPTION

Albertville Clinic Manager

Incumbent:	Position No. 000
Department/Section: Clinical Services	Location: Albertville
Supervisor: Heath Nicholas, Director of Case Management	FLSA Designation: Exempt
Job Code:	Level: \$36,900 - \$53,100

Duties and Responsibilities

1. Responsible for the overall day to day functions of the Albertville Clinic.
2. Responsible for work allocation, training, problem resolution for support and nursing staff.
3. Conduct performance evaluations for clinic staff and have the authority to recommend hiring or terminating an employee. Collaborate with Patient Access Manager and Director of Nursing on goals for staff.
4. Assists, make appointments, and follow up on appointment completion for clients by referring them for additional supportive services, including housing, dental, mental health, eye glasses, and substance abuse services.
5. Conduct intakes/reassessments (psychosocial assessments) and conduct six (6) month follow-up.
6. Develop individual treatment plans with clients to determine and accomplish goals based on the outcome of the psychosocial assessments.
7. Ensure that Ryan White funds are the payer of last resort while fulfilling the needs of the clients.
8. Complete post-test education sessions (PTE).
9. Assist clients with questions regarding prescription drug coverage, including applications to pharmaceutical patient assistance programs.
10. Complete applications, recertifications, and revisions for the Alabama AIDS Drug Assistance Program (ADAP).
11. Complete applications and recertifications for the Alabama Insurance Assistance Program (AIAP).
12. Generate and monitor Monthly Recertification Lists for required annual and bi-annual client recertifications.
13. Complete monthly reconciliations of Recertification Lists and update client charts to reflect Inactive/Ineligible status as indicated.
14. Complete applications and recertifications for RWPB Only clientele.
15. Complete daily documentation in both the electronic health record (eClinicWorks) and the supplemental database (CAREWare)
16. Submit monthly documentation and reports, including billing sheets, to the Director of Case Management Services and Chief Financial Officer.
17. Recruit, screen, and enroll individuals for PrEP programs.
18. Complete and facilitate effective risk reduction education for PrEP clients
19. Complete Alere/HIV testing for PrEP client.
20. Provide appropriate case management services to PrEP clients and assist with questions regarding prescription drug coverage, including applications to pharmaceutical patient assistance programs.
21. Provide HIV testing, education, and outreach at request to individuals in Jackson, Marshall, and DeKalb counties.
22. Report HIV testing, education, and outreach numbers and demographic information as requested to the Director of Health Education.

23. Prepare and submit PTE billing for assigned area to Director of Health Education monthly.
24. Complete and submit required ADPH documentation for billing reporting (e.g. activity logs, report forms) to Director of Health Education monthly.
25. Serve as resource to patients, staff and community.
26. Ensure all policies and procedures are adhered to.
27. Ensure Telemed surveys are completed and transmitted to Medical AIDS Outreach on a monthly basis.
28. Review and approve clinic invoices and receipts, submit to accounts payable on a weekly basis.
29. Approve PTO requests from clinic nursing and front office staff and enter into time clock database.
30. Approve nursing and front office time sheets bi-weekly.
31. Participate on Quality Improvement projects and attend monthly Quality Improvement Meeting and Thrive Satellite Clinic meetings.
32. Attend and provide clinic updates at weekly Manager's Meetings.
33. Performs duties of Social Worker for Thrive clients (see SW job description for additional duties).

Knowledge, Skills, and Abilities

- Knowledge of HIPAA laws.
- Knowledge of EMR, CAREWare and other clinic databases.
- Knowledge of Excel and Microsoft Word.
- Knowledge of Ryan White and other grant requirements.
- Knowledge of the basics of HIV transmission, disease process and prevention.
- Ability to effectively manage others.
- Ability to plan, organize and coordinate work assignments.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships with others.

Software Access

Microsoft Office eClinical Works CAREWare Adobe Reader

Minimum Qualifications

Master's degree in Social Work and licensed by the Alabama State Board of Social Work Examiners (ABSWE) and worked in the HIV office setting for a minimum of 3 years. Bi-lingual preferred.

This position is considered a management position and requires a 4 week notice of resignation to qualify for full payment of accrued PTO up to 80 hours.

Employee Signature

Date

Supervisor Signature

Date

COO Signature

Date