|  |  |  |
| --- | --- | --- |
|  | **POSITION:**  Reports to:  Approved:  Revised:  Department:  FLSA: | JOB DESCRIPTION  **Clinical Consultant**  Chief Financial Officer  January 28, 2019  January 28, 2018  Clinical Management  Exempt |

**Basic Function:** The Clinical Consultant works collaboratively with administration, physicians, nurses, behavioral health specialists and other members of the health care team to improve the health of patients with chronic conditions, behavioral health conditions, or complex needs. The incumbent facilitates communication, coordinates services, promotes and advises on integrated behavioral health processes, addresses barriers to care, and promotes optimal allocation of resources while balancing clinical quality and cost management. This is a part time position, expected to work 10 hours each week.

**Primary Functions:**

1. Consults on items such as patient care processes, compliance, productivity, integrated behavioral health, social and cultural characteristics, behavioral and family risk factors, barriers of care, and other clinical concepts as necessary.
2. Consults on quality and compliance items that are associated with the Health Center program (FQHC)
3. Participates on Quality Improvement and Risk Management committees, as necessary.
4. Utilizes a working knowledge of established care process models and other applicable standards of care.

Revises care processes, policies, and procedures as needed to improve clinical operations.

1. May provide some level of direct patient care, if licensed to do so.
2. Reviews care plan with medical providers and assesses progress toward treatment goals and barriers at each relevant patient visit.
3. Provides information on FQHC-required and additional services to staff and patients
4. Provides information about recommended or available services and staff, board of directors, and patients
5. Provides or connects patients with support programs, both internal and external of Creek Valley Health Clinic
6. Assesses and supports patients in adopting healthy behaviors.
7. Assesses and arranges treatment for mental health and substance abuse problems with licensed clinical social

Workers (integrated behavioral health)

1. Works collaboratively with referring physicians, mid-level providers, and other members of care team
2. May complete trainings with medical assistants regarding entire spectrum of patient care (review chart before visit, notify patient of tests needed before the visit, registration of patient)
3. Attends clinic team meetings to assist with the design of clinic processes and to help resolve team issues.
4. Other responsibilities as assigned

**Minimum Qualifications:**

1. Bachelor's degree. Education must be obtained from an accredited institution. Degree will be verified.
2. Three years’ experience working in a Federally Qualified Health Center
3. BLS certification for healthcare providers.
4. Basic computer skills and knowledge of word processing software.
5. Demonstrated extensive knowledge of outpatient healthcare operations.
6. Possess a valid driver’s license.
7. Working knowledge of Microsoft Office products.
8. Ability to work well under pressure in a fast-paced environment.
9. Detail oriented, organized, professional, and the ability to multi-task.
10. Good interpersonal and human relations skills are required. Must possess skills to empathize and care for a variety of patients, including low-income and diverse cultures and treat everyone (internal and external customers) with respect and dignity.
11. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Creek Valley Health Clinic’s security and privacy policies.
12. Ability to read, write and speak clearly understandable English.

**Preferred Qualifications:**

1. Current RN, LCSW, PA-C, FNP, or related professional medical license (Arizona)
2. Demonstrated success as a leader in healthcare setting
3. Five years of clinical or healthcare experience.
4. Three year of healthcare management experience
5. Firm understanding of Colorado City, Hildale, and the surrounding area.

**Appearance Standards:**

This position shall follow the appearance standards as outlined in the Personnel Policy “*Dress and Personal Appearance”*.

**Physical Requirements:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Administrative Staff** | | | | |
|  | **Not Applicable** | **Occasionally** | **Frequently** | **Constantly** |
| **Stand** |  |  | **Χ** |  |
| **Vision - near** |  |  |  | **X** |
| **Vision – w/assistance** |  |  |  | **X** |
| **Walk** |  | **X** |  |  |
| **Sit** |  |  |  | **X** |
| **Handling** |  |  |  | **X** |
| **Reach outward** |  |  | **X** |  |
| **Reach above shoulder** |  | **X** |  |  |
| **Climb** |  | **X** |  |  |
| **Crawl** | **X** |  |  |  |
| **Squat/kneel** |  | **X** |  |  |
| **Bend** |  | **X** |  |  |
| **Lift/Carry** |  |  |  |  |
| **10 lbs or less** |  | **X** |  |  |
| **11-20 lbs** |  | **X** |  |  |
| **21-50 lbs** |  | **X** |  |  |
| **51-100 lbs** |  | **X** |  |  |
| **Over 100 lbs** | **X** |  |  |  |
| **Push/Pull** |  |  |  |  |
| **12 lbs or less** |  | **X** |  |  |
| **13-25 lbs** |  | **X** |  |  |
| **26-40 lbs** |  | **X** |  |  |
| **41-100 lbs** | **X** |  |  |  |
|  |  |  |  |  |
| Not applicable | Activity does not apply to this position | | | |
| Occasionally | Position requires this activity up to 33% of the time (0-2.5 hrs per day) | | | |
| Frequently | Position requires this activity from 33%-66% of the time (2.5-5.5 hrs) | | | |
| Constantly | Position requires this activity more than 66% of the time (5.5 hrs +) | | | |

**OSHA CATEGORY CLASSIFICATION:**

I understand that the duties that are required of me place me in a Category II.

*While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.*

Travel 🗵 is □is not required. It is anticipated that travel will be:

🗵 5% – 10% □ 50%-75%

□ 10% – 25% □ 75% - 90%

□ 25% – 50%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. **Creek Valley Health Clinic will inform the employee when changes in the respective job description are made.**