

Mabel Wadsworth Center

Position Title: Director of Clinical Services

Compensation: Full-time salary (exempt) 40 hours/week, includes benefits package

Description:

The Director of Clinical Services ensures the successful management and operation of all aspects of service delivery of clinical care and nursing. Their primary role is to oversee day-to-day clinical services and supervise clinical staff. Additionally, they see their own panel of clients as an independent healthcare provider. As a member of the Leadership Team, they will play an important role in advising the Executive Director and implementing strategic initiatives.

Summary of Responsibilities:

- To provide professional and clinical leadership in the provision of exceptional, client-centered healthcare, with an emphasis on sexual and reproductive health, including abortion care, prenatal care, birth control, mental health counseling, and wellness.
- Lead the Center's developing expertise as a trusted provider for the LGBTQ+ community with an emphasis on gender-affirming care for clients who are transgender and gender non-conforming.
- Work collaboratively with medical directors and Director of Finance and Operations (DFO) to assure compliance with all medical-legal requirements relevant to a non-profit ambulatory reproductive health care facility, e.g. state and federal regulations, NAF standards, and nursing board requirements.
- Supervises, develops, provides guidance, trains, and mentors providers and clinical staff, volunteers, and students in the delivery of safe, quality, compassionate care.
- Collaborates with the Leadership Team to advise the Executive Director and develop, implement, and evaluate strategic initiatives.
- Assures that clinical staffing needs and functions are met in accordance with established medical protocols, and policies and procedures.
- Approve and update all relevant clinical policies and procedures; maintain working knowledge of standards of care and monitor emerging trends.
- Ensure clinical staffing needs and functions are met and that clinical flow meets clients' needs while also supporting the effective, efficient, and established budgetary goals of the Center.
- Assure that accurate, medical documentation facilitates comprehensive client care, provides information for retrospective review and establishes a medical-legal record.
- Organize and facilitate regular clinical team meetings and work with Director of Education and Community Engagement to plan in-service trainings.
- Establish and develop working relationships with referring providers and colleagues and other stakeholders to promote the Center and build partnerships.
- Work with DFO to identify, track, and report data and trends to inform effectiveness and efficiencies of clinical services.
- This list of duties is not intended to be complete; all staff are expected to perform duties not otherwise assigned as needed.

Supervised by: Executive Director, with medical consultation through the Medical Director of Abortion Services and Medical Director of OB/GYN Services

Supervises: All clinical staff including Nurse Practitioners, nurses, clinical assistants, and contracted, per diem providers

Key qualities:

- Entrepreneurial orientation and willingness to engage in a dynamic organizational model that values flexibility and innovation
- Willingness to work at the highest level of licensure to the fullest extent of education and training within scope of practice
- Comfort level working with different groups of people – e.g., clients, families, referring providers, community members, and other stakeholders
- Ability to work effectively with others as a member of a health care team
- Commitment to client-centered, feminist model of health care that empowers individuals to be equal members of their own healthcare team
- Respects the dignity, individuality, privacy, and autonomy of clients and their families
- Highly motivated and able to work independently with limited supervision
- Excellent organizational, written, verbal and interpersonal skills
- Excellent time management skills for prioritizing tasks and working under deadlines

Education and Experience Requirements:

- Graduate of approved, accredited nurse practitioner program with certification by the National Certification Corporation or American Nurses Association, or, for CNM's, graduate of an approved accredited program and certification by the American College of Nurse Midwives.
- Successful completion of National Nurse Practitioner Exam and authorization from State of Maine to practice in a certified specialty.
- Proficiency in using electronic health records preferred.
- Prior experience working in a reproductive health care facility or primary care setting strongly preferred.
- Prior experience working with Transgender and Gender Non-Conforming clients strongly preferred.

Certifications, Licenses, Registrations:

- Registered in the State of Maine as Registered Professional Nurse, and Certified Nurse Practitioner (CNP) or Certified Nurse Midwife (CNM).
- Current DEA Registration.
- CPR Certification.

APPROVED:

Executive Director

Date