

Job Title: Women's Wellness Center Director
Job Code:
Department: Women's Wellness Center
Healthy Lifestyle Center
Reports To: Vice-President
FLSA Status: Exempt
Prepared By:
Prepared Date:

SUMMARY

The Director of the Women's Wellness Center and Healthy Lifestyle Center functions as the managers of the aforementioned centers. The Director is responsible for coordinating the daily activities of the centers including staffing, patient satisfaction, medical staff activities and external agencies. The Director functions as the leader and role model for the centers, reflecting a culture of cooperation, enthusiasm and mutual respect.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinate staff scheduling and maintain an efficient workflow process.

Maintain good relationships and ensure satisfaction with the medical staff including the medical directors of the center.

Serve as a member of various committees/boards as needed: (i.e.: cancer committee, Spirit of Women, American Cancer Society, Women's Preventive Healthcare Project, National Osteoporosis Foundation, National Consortium of Breast Centers, National Alliance of Breast Center Organizations, etc.)

Maintain certifications, accreditations and licensures including the State of _____, the American College of Radiology and the FDA(MQSA). This includes monitoring and assurance of staff and physician credentials, CMEs, equipment QC/QA, complete medical audit and proper patient follow-up according to policy. This includes also those certifications, accreditations and licensures at PCACC mammography.

Monitor and assess department budget and productivity statistics.

Anticipate public need for and plan pertinent patient and staff educational programs.

Actively participate in Speaker's Bureau and marketing promotions for the centers.

Assess the need for and acquisition for capital expenditures.

Oversee and maintain adequate inventory/supply.

Responsible for staff evaluations, reward and discipline actions, communication of appropriate information, and promote personal and professional growth of staff members.

Field and resolve customer complaints, concerns, suggestions.

Oversee competencies for all staff members.

Help develop clinical pathways/protocols.

Develop and update Emergency Situation Manual, Department Policy and Procedure Manual.

Look for opportunities for growth and extension of services. Promote the health and welfare of women of all life stages through education, support and service.

LEADERSHIP RESPONSIBILITIES

Responsible for all management functions of both centers.

Identify and participate in performance improvement activities.

Demonstrate appropriate conflict resolution skills.

Act as a customer advocate.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

Minimum:

ARRT (R)(M) or RN with management experience

Preferred:

Bachelor's Degree

COMMUNICATION/INTERPERSONAL SKILLS

Demonstrate excellent communication skills. Develop and maintain effective communication with internal and external customers. Incumbents must be well-

organized, detailed, creative oriented people. They must be able to explain information to staff, patients, families, medical staff and all customers in a way that they understand, including departmental or hospital policies and procedures. Must have the ability to read, analyze data, and interpret professional journals, technical procedures, or governmental regulations. Ability to write clear, professional, understandable reports and correspondence.

ANALYTICAL SKILLS

Ability to analyze and solve problems that require the use of basic clinical or technical principles.

DECISION MAKING

Ability to solve practical problems and deal with a variety of complex situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Seek input/resources to facilitate decision-making process.

CERTIFICATES, LICENSURE, REGISTRATIONS

Must have current registration and licensure in the State of

OTHER SKILLS AND ABILITIES

Must demonstrate the ability to provide guidance to and promote professional growth in all staff members. Must be able to use life span knowledge in order to assess and appropriately identify areas of needed education, services, and support for each customer relative to his or her age specific requirements.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to sit, stand, use hands to finger, handle, or feel, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally be exposed to risk of radiation and contagious and infectious diseases. The employee will be occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.