

Employment Announcement Director of Clinic and Intake

JOB SUMMARY:

The Director of Clinic and Intake/ Registered Nurse manages the daily operations of the clinic, including the provision of medical care, diagnosis and treatment of health conditions. The Director of Clinic and Intake serves in a lead role in coordinating the overall intake process for clients entering the shelter and actively participates in a multidisciplinary care team during clients' stay at the shelter. The Director of Clinic and Intake participates as a member of the Quality Assurance/Quality Improvement (QA/QI) and Program Services subcommittees and performs related functions. The Director of Clinic and Intake understands that Broward County operates a Housing First model and that all clients' experience with homelessness should be rare, brief, and non-recurring.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:

1. Performs and properly documents detailed and accurate medical histories, including reviewing client (patient) records to develop comprehensive medical status reports.
2. Interprets and evaluates patient data to determine management and treatment methodologies. Monitors the overall condition of all patients, including results from procedures, reactions to tests, drugs, and any other significant incidents.
3. Provides patient education regarding health and wellness, chronic illness and preventive care and maintenance.
4. Coordinates referrals to other healthcare providers and manages patient appointments and follow-up care; ensures that patients receive an appropriate level of care from both internal providers and external partnering providers.
5. Coordinates the overall intake process into shelter, ensuring that the center's census is on target and that capacity rates are high. Collaborates with the Director of Residential Services in managing the daily census and ongoing bed counts. Works with external partners on the County's approved Coordinated Entry System for new client intakes.
6. Establishes, maintains, and updates appropriate systems, standards, protocols and clinical policies and procedures to ensure the quality of patient care.
7. Participates in quality improvement initiatives and activities and assuming the lead role to ensure policies, procedures are followed.

8. Ensures the coordination of patient care with case management, therapists, residential services, and external agencies.
9. Collaborates with the multidisciplinary team to establish standards and protocols for each service in the treatment care plan.
10. Provides supervision to other healthcare providers, students and interns.
11. Maintains a thorough knowledge of HIPAA guidelines and limitations and ensures all staff members are working within these guidelines. Provides counseling for staff members regarding HIPAA and releases of information.
12. Manages and provides oversight of program budgets and documentation.
13. Reviews, interprets, and evaluates data collected in client charts and electronic health records system and provides evaluative reports to the management team.
14. Provides leadership and direction to the Intake Coordinators and Licensed Practical Nurse. Performs staff evaluations and corrective disciplinary actions; coordinates and assists the staff in carrying out their responsibilities. Reviews and submits payroll timesheets on a bi-weekly basis.
15. All job requirements listed indicate the minimum level of knowledge, skill, and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees will be responsible to perform any other job-related instructions/tasks given by their supervisor, subject to reasonable accommodations.

MINIMUM QUALIFICATIONS:

Education/Experience: A graduate from an accredited nursing/health program; and current licensure as a Registered Nurse in the State of Florida. Must be board certified from the Board of Nursing. Additional certifications through the American Association of Nurse Practitioner (AANP) or AANP, Psychiatric-Mental Health Nurse Practitioner desired but not required. Licensure and certifications must be valid at the time of hire, and maintain certification and licensure during employment. Experience with QA/QI policy development and Medicaid billing; Psychiatric Certificate of Added Qualification is preferred. Five years' supervisory experience.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



The Director of Clinic and Intake works in settings of Broward Partnership, including offices, classrooms, group rooms as well as being involved in other areas of Broward Partnership programs both on and off campus. In addition, the position is active in the community as situations warrant, representing Broward Partnership.

Please e-mail cover letter and resume to: careers@bphi.org and include the job title of “Director of Clinic and Intake” in the subject line.

Broward Partnership is an EEO/Affirmative Action Employer and complies with all federal and state laws, and regulations. Our policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, genetic information, religion, national origin, age, disability, veteran status, or any other basis protected by federal, state, or local laws. We participate in E-verify.