



Health Center Career Opportunity

Associate Director

Date: September 1, 2009

Company Name: Union Hospital, Inc

Department: Richard G. Lugar Center for Rural Health

City: Terre Haute, Indiana

Position: Associate Director

Position Description:

Essential Job Functions:

1. Assist with the identification and preparation of grant applications and reports.
 - A. Assists with data collection and analysis.
 - B. Assists with literature reviews and writing for publication.
 - C. Assists with grants administration, including tracking reporting requirements and deadlines.
 - D. Attends meetings and workshops as requested.
 - E. Keep executive director apprised of changes or potential new initiatives.

2. Assists with coordination and/or implementation of special projects at the Direction of the CEO and/or the executive director. Projects may include:
 - A. The Community Health Center programmatic funding for the Clay City Center for Family Medicine.
 - B. Updating the Clay City Center for Family Medicine (CCCFM) policy and procedure manuals.
 - C. Tracking National Health Service Corps requirements with regard to recruitment of candidates from the family medicine residency.
 - D. Health promotion activities such as the Mayberry Classic.
 - E. Assist with J1 Visa application process for foreign medical graduates in training.

3. Assists executive director with setup and implementation of rural health initiatives/efforts as directed.
 - A. Coordinates quarterly CCCFM advisory council meetings under the under the direction of the executive director and CCCFM medical director.
 - B. Maintains and publishes minutes from meetings in compliance with grant award requirements.
 - C. Participates in meetings as requested.

4. Consults with “partners” on rural health clinics and other rural issues. The Richard G. Lugar Center for Rural Health’s partners include: Union Hospital, the Indiana Rural Health Association, Area Health Education Centers, The Indiana Primary Health Care Association, the Indiana State Office of Primary Care, The Indiana State Office of Rural Health, Indiana State University, Indiana University School of Medicine Terre Haute and many others.

5. Coordinates and/or assists with coordination of meetings as directed by the CEO and/or the executive director, including

- A. Monthly rural staff meetings.
- B. Other meetings as directed.

6. Facilitates communication, develops and nurtures partnerships with individual groups and organizations (including local, state, and federal government) within and outside the hospital system to promulgate the mission of the Richard G. Lugar Center for Rural Health.

Job Requirements:

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 ability required. Reasonable accommodations may be made for a qualified individual with disabilities to perform the essential functions.

Training, Experience, Skills and Abilities needed:

1. Prefer that candidate has doctorate in health related field but will consider master’s degree in related field.
2. Must be accomplished in written and verbal communication and be able to provide writing samples upon request.
3. Must have a history of successful grant writing and be able to provide documentation thereof.
4. Must be able to work with minimal supervision.
5. Must have five years of experience in office management, health management, or administration of rural health clinics and/or practices.
6. Must have strong social and interpersonal communication skills and be able to establish rapport rapidly.
7. Must have a documented history of public speaking and be comfortable speaking in front of large crowds, senators and other public officials.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers to hand or feel objects, tools or controls and talk or hear. The employee is occasionally required to reach with hands and arms, stoop and kneel.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Anticipated Hire Date: Immediate

Please apply online at www.uhhq.org.