JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Clinical Assistant Director

Job Code: 6642

Salary Grade: S11

FLSA Status: Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Provides program management and clinical oversight for revenue-generating operations, including the day-to-day management of clinical services, operational activities, and customer relationships. Responsible for planning, implementing, and monitoring program performance, developing strategic initiatives, ensuring regulatory compliance, supporting staff development, and promoting high-quality service delivery.

- Directs the day-to-day administrative and operational activities of assigned programs, contracts, grants, and clinical services, ensuring compliance with organizational policies and all applicable state and federal regulations.
- Oversees program operations, including quality assurance, policy implementation, ethics, clinic operations, travel, and client service delivery to ensure efficient and effective program performance.
- Develops, implements, and evaluates strategic goals, annual work plans, and operational initiatives that support departmental priorities and continuous improvement.
- Monitors program performance through operational, financial, quality, and compliance metrics; identifies trends, implements corrective actions, and leads quality improvement initiatives to enhance service delivery and operational effectiveness.
- Analyzes operational, financial, and quality data to support executive decision-making and prepares and presents program performance, compliance, and operational reports to executive leadership, governing boards, funding agencies, and other stakeholders.
- Identifies operational and clinical risks and implements strategies to mitigate risk, strengthen internal controls, and promote regulatory compliance.
- Evaluates workflows, business processes, and service delivery models to improve efficiency, effectiveness, and organizational performance.
- Leads and supervises assigned staff, including recruitment, onboarding, training, coaching, performance management, employee engagement, and employee relations.
- Ensures fiscal accountability by monitoring program budgets, approving purchases, managing expenditures, and achieving financial performance objectives aligned with departmental and organizational goals.
- Represents the department with community organizations, advisory boards, funding agencies, and professional associations while developing and maintaining collaborative partnerships that support program growth and organizational initiatives.
- Leads or participates in special projects and other strategic initiatives as assigned.
- Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Requirements

Education:

- Required: Bachelor's Degree in Nursing, Public Health Administration, or other health-related field.

Equivalency/Substitution: Associate's Degree in Nursing or other health-related field and 24 months experience in health care or related experience in lieu of the Bachelor's Degree in Nursing. All other degree fields experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 24 months experience in a management role in a health care environment

Required Certifications or Licenses:

Certain departments may require additional certifications, licenses, or credentials based on the specific scope of work and applicable regulatory requirements.

- Nurses must possess an active Oklahoma Registered Nurse license
- Basic Life Support (BLS) certification
- Cardiopulmonary Resuscitation (CPR) certification.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to manage multiple priorities, meet deadlines, and work in a fast-paced environment requiring sound judgment, problem-solving, and decision-making.
- Knowledge of healthcare program administration, clinical operations, and service delivery models.
- Knowledge of applicable federal and state regulations, licensing requirements, accreditation standards, and healthcare compliance practices.
- Strong communication skills, including the ability to present information to executive leadership, staff, community partners, and external stakeholders.
- Strong analytical skills with the ability to interpret data, evaluate outcomes, and implement improvement strategies.
- Ability to adapt to changing priorities, regulatory requirements, and organizational needs.
- Ability to maintain confidentiality and exercise professional judgment in sensitive situations.
- Ability to build and maintain effective partnerships with healthcare providers, community organizations, funding agencies, and other stakeholders.
- Proficiency in using electronic health records, data reporting systems, and standard business technology applications.

Working Conditions

Physical:
Must be able to work in sitting position, use computer and answer telephone.

Environmental:
Standard Office Work Environment. Occasional travel to program sites, community locations, meetings, training events, or partner organizations. May involve exposure to clinical, healthcare, or community service environments depending on assigned programs and scope of responsibilities.

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