

# RICE MEMORIAL HOSPITAL JOB DESCRIPTION AUDIT

- I. **JOB TITLE:** Director, Southern Minnesota Area Health Education Center (AHEC)
- II. **DEPARTMENT:** Administration
- III. **PERSON(S) CURRENTLY OCCUPYING THE POSITION:**
- IV. **JOB SUMMARY:** Provides administrative leadership for the AHEC, including regional development of a service platform to support health careers promotion, student and resident experiential education, community health awareness and continuing education. A crucial and primary responsibility is developing, implementing and securing the financial sustainability of the AHEC through grant writing and identification of funding sources. The Director is sensitive to community dynamics, interacts well in academic, clinical and community environments and has an understanding of the unique fabric of southern Minnesota communities. The Director works collaboratively with other regional AHECs through a statewide network managed by the University of Minnesota.
- V. **JOB RELATIONSHIPS:**
  - A. **REPORTS TO:** Dual reporting relationship to AHEC Board of Directors and Rice Hospital CEO (or designee).
  - B. **SUPERVISES:** Program staff of the Southern Minnesota AHEC
  - C. **INTERRELATIONSHIPS WITH:** Southern Minnesota AHEC Board of Directors, University of Minnesota AHEC leadership, statewide AHEC network, physicians, leadership and staff of health care organizations throughout southern Minnesota; physicians, administrators and faculty of the University of Minnesota and other post-secondary academic institutions, current and potential funders and financial partners, and public/ communities.
- VI. **HOURS OF WORK:** 8:00-4:30 Monday through Friday. Other hours as necessary. May involve evening or weekend work.
- VII. **DRESS CODE:** Professional attire in good taste.
- VIII. **ESSENTIAL REQUIREMENTS OF WORK** (Minimum qualifications necessary to function at full productivity).
  - A. **EDUCATION AND TRAINING:** Master's degree or above in health sciences or related field such as public health, education, behavioral or

physical sciences preferred. Relevant experience may substitute.

- B. EXPERIENCE:** Demonstrated experience in health-related field or community organization, educational administration, development of health workforce educational planning and training activities; experience in planning and executing strategies of community involvement and communication; successful experience in grant writing and fund raising; supervisory experience.
- C. JOB KNOWLEDGE (Specific):** Understands budget management and financial accountability, regulatory compliance for accreditation standards and non-profit entities. Demonstrated knowledge of fundraising and financial development, supervisory skills, organizational communication, strategic planning and implementation. Knowledgeable and/or experienced in Board development.
- IX. BUDGET:** Responsible for developing and managing the Southern Minnesota AHEC budget with oversight from the Board of Directors.
- X. CLIENTELE DIRECTLY AFFECTED BY JOB:** Health care professionals, consumers, educators, health care professions students, local businesses.
- XI. PHYSICAL DEMANDS OF THE JOB:** Driving, sitting, standing, bending, close visual acuity will be required. Some lifting may be involved.
- XII. PHYSICAL ENVIRONMENT OF THE JOB:** The Director works in an office or classroom environment, with adequate lighting, office furniture and equipment. Position requires year around travel throughout the Southern Minnesota AHEC region, as well as to/from University of Minnesota and to state and national conferences and meetings.
- XIII. EQUIPMENT OR MACHINES USED ON THE JOB:** Telephone, computer, PDA, LCD projector, pager, fax, photocopy machine and related office/management equipment. Licensed and insured vehicle (requires a clean driving record and current driver's license).
- XIV. MENTAL DEMANDS OF THE JOB:**

  - A. JUDGEMENT AND INITIATIVE:** Accountable for team-oriented, efficient, financially sound and quality performance. Manages effectively by adjusting own behavior appropriately, reading situations accurately and utilizing multiple strategies and interpersonal styles to fit the management of varied groups and individuals. Adapts easily to change, sees value in differing opinions and adapts own positions and strategies in response to new information or changes in a situation. Improves processes by not accepting the "status quo."

- B. INDEPENDENT ACTION:** Acts as a change leader. Takes responsibility for decisions. Delivers quality service in a professional and compassionate manner. Solves complex problems through analytical thinking and by breaking down the problem by task, providing detailed action plans based upon own knowledge and experience and keeping in mind multiple causes and consequences of events.
- C. EFFECT OF ERROR:** Maintains stable performance and emotional control when faced with opposition, pressure, or hostility from others and/or stressful conditions. Error can have significant detrimental effects to the organization's relationships with health care organizations and communities in the region and with the University of Minnesota.
- D. CONTACT WITH OTHERS:** High level of contact with health care professionals, education professionals, health care students and community representatives. Requires considerable tact, persuasion and negotiation skills. Represents the organization in a professional manner on civic and professional organizations as appropriate.

**XV. PRINCIPAL JOB RESPONSIBILITIES, TASKS, AND AUTHORITIES:**

- A. RESPONSIBILITY:** Organizational Development

**PRIORITY:** A    **% OF TIME:** 35%    **DISCRETION:** A

**TASKS:**

1. Effectively manages the AHEC as a 501(c)(3) non-profit entity. Stays current with and complies with regulatory and accreditation requirements.
2. Collaborates with the AHEC Board and the University to develop a strategic plan for the region, and implements the approved plan.
3. Continues to build upon the assets and resources of the University of Minnesota within the region to meet AHEC's strategic objectives.
4. Focuses on the future goals of the AHEC and its relationship to the University of Minnesota and the region and communicates this vision inside and outside the organization.
5. Develops the AHEC Board of Directors in areas of governance, vision and planning and education.
6. Collaborates with the AHEC Board and the University of Minnesota to create effective systems and processes for student and professional education and training, research, and assessment.
7. Directs the assessment of community health needs and resources as appropriate.

**B. RESPONSIBILITY:** Financial Development

**PRIORITY:** A    **% OF TIME:** 35%    **DISCRETION:** A

**TASKS:**

1. Develops a financial sustainability plan in collaboration with the AHEC Board, and implements the approved plan.
2. Develops positive relationships with, and seeks funding from various constituencies as appropriate.
3. Seeks grant funding for innovative programs that may benefit the Southern Minnesota AHEC region.
4. Prepares and edits timely periodic progress reports to the AHEC board and federal, state and local funding sources.
5. Focuses on the future goals of Southern Minnesota AHEC and its relationship to the University of Minnesota and the region and communicates this vision inside and outside the organization.

**C. RESPONSIBILITY:** Communication/ Relationship Management

**PRIORITY:** A    **% OF TIME:** 25%    **DISCRETION:** A

**TASKS:**

1. Develops positive and effective regional partnerships with the institutions and providers in the Southern MN AHEC region.
2. Provides and maintains effective communication with health professionals, consumers and educators for the purpose of development, implementation and coordination of programs.
3. Establishes rapport with professionals and communities. Develops and maintains a network of contacts who can provide information for help and access to others. Establishes a climate of trust, confidence and mutual respect.
4. Develops and implements public relations communications related to the activities of the Southern Minnesota AHEC in order to maintain visibility and to promote health careers and associated programs.
5. Participates in a constructive, collaborative manner on internal and external committees and subgroups.
6. Effectively manages conflict by maintaining smooth inter and intra-departmental work flows when dealing with conflicting priorities, short term objectives and limited resources.

**D. RESPONSIBILITY:** Supervision/ Personnel Management

**PRIORITY:** A    **% OF TIME:** 5%    **DISCRETION:** A

**TASKS:**

1. Supervises the performance of employees and volunteers of the Southern Minnesota AHEC.
2. Evaluates performance of subordinates to provide professional development and to integrate performance with established mission, vision and critical success factors of the organization.
3. Builds the skills and independence of employees by providing clear, specific feedback utilizing effective coaching techniques and providing development experiences.

**E. RESPONSIBILITY:** Continuous Quality Improvement

**PRIORITY:** A    **% OF TIME:** Inherent in all aspects    **DISCRETION:** A

**TASKS:**

1. Demonstrates understanding of the CQI philosophy.
2. Participates in CQI training activities or CQI teams as appropriate.
3. Demonstrates sensitivity to customers and their needs.
4. Interacts appropriately with internal customers, eg., coworkers within department, staff across departments.
5. Interacts appropriately with external customers, eg., patients, families, medical staff, vendors, public, other community health care organizations.
6. Role models positive behaviors.

**F. RESPONSIBILITY:** Service Excellence

**PRIORITY:** A    **% OF TIME:** Inherent in all aspects    **DISCRETION:** A

**Tasks:**

1. Demonstrates an ongoing commitment to the Service Excellence philosophy by adhering to behaviors outlined in Rice's "Standards of Excellence."

**G. RESPONSIBILITY:** Safety: Maintain and promote a safe environment for all patients, visitors and staff.

**PRIORITY:** A    **% OF TIME:** Inherent in all aspects    **DISCRETION:** A

**TASKS:**

1. Consistently follow all policies, practices and work rules.
2. Do not use shortcuts or “work-arounds” that may reduce safety or increase risk.
3. Stay alert, act responsibly and use common sense to reduce risks.
4. Report “actual events” and “good catches” as soon as possible.
5. Create a safe environment by eliminating hazards and identifying and reporting unsafe systems.
6. Complete all mandatory safety education, attend safety sessions, review and understand the Safety Program (available on RiceNet). Seek answers to questions you have about the Safety Program.

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