



# MCC Medical Clinic

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## Job Description

OVERVIEW	
<b>Job Title</b>	<b>Clinic Executive Director</b>
<b>Department</b>	Senior Management
<b>Reporting Relationships</b>	MCC Medical Clinic Board (MCB) MCC Board of Trustees (BOT)
<b>Role Purpose</b>	The Executive Director (ED) provides overall operational and financial oversight for the Muslim Community Center (MCC) Medical Clinic. Responsibilities include but are not limited to managing clinic staff, increasing volunteerism and fundraising, implementing new programs and working with the MCC Board of Trustees (BOT) and the MCC Medical Clinic Board (MCB) on the health and strategic growth of the MCC Clinic. The ED is responsible for the following: day-to-day operations of the clinic including management of practice managers and site coordinators, patient schedule management, financial performance, patient, provider and staff satisfaction and billing compliance; develops and implements operational plans, budgets and tactics for assigned practices in collaboration with the MCC leadership team; and participates and assists the MCC leadership team in developing and implementing strategies to promote strategic initiatives, operational transformation and growth. The ED performs all duties in a manner which promotes team concept and reflects the mission, vision, and values of the MCC and the MCC Medical Clinic.

### DUTIES AND RESPONSIBILITIES

#### **Leadership & Management:**

- The Executive Director is in-charge of the overall operations of the MCC Medical Clinic and reports directly to the MCB Chair. Additionally, the BOT has the final authority over all policy and operational matters pertaining to the clinic including approving the appointment of the Executive Director.
- Work in concert with the Medical Executive Committee (MEC) to ensure clinic stability and growth of the clinic
- Work and consult with the MD to resolve any complaints from patients and safety matters.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations
- Maintain consistent quality control of all clinic programs
- Provide required and timely written financial and management reports to the MCB and BOT.
- Attend MCC BOT and MCB meetings when required to do so
- Be responsible for the recruitment, employment, and release of all personnel
- Be responsible for sound human resource practices
- Be responsible for maintaining and developing sound financial practices
- Work with the Finance Committee & MCB in preparing the annual budget
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Lead, coach, develop, and retain MCC Medical Clinic high-performance senior management team
- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents
- Monitor implementation and compliance of required training requirements for clinic staff
- Implement, execute, and monitor day-to-day functions of the clinic as per established policies and procedures

**Operational Growth & Sustainment:**

- Review and redesign, as needed and as appropriate, the clinic’s service expansion and complete the strategic business planning process for the program expansion into new business areas
- Expand revenue generating and fundraising activities through grants and other sources to support existing program operations and clinic’s services expansion and garner new funding opportunities
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand

QUALIFICATIONS, REQUIREMENTS AND WORKING CONDITIONS	
Necessary Knowledge, Skills, and experience	<ol style="list-style-type: none"> <li>1. Minimum of five years of progressive practice management experience within an integrated health system required.</li> <li>2. Knowledge of ambulatory care; background in clinic procedures including schedule management, registration, use of electronic medical record, patient flow, billing and referral and authorization management. Experience in these areas is a plus.</li> <li>3. Knowledge and experience in grant procurement and management.</li> <li>4. Computer proficiency including knowledge of Microsoft Office software, electronic medical records, and billing applications.</li> <li>5. Must have excellent interpersonal skills, written and oral communications, and ability to gain consensus, understanding of budgeting and financial concepts, analytical skills, and critical thinking skills.</li> <li>6. Ability to adapt to changes in workload, to work independently and to set priorities with minimal supervision.</li> <li>7. Experience in 501(c)(3) organizations is preferred.</li> </ol>
Education and certification requirements  Working Environment	<ul style="list-style-type: none"> <li>* Master’s Degree in Business Administration, Health Care Administration, or related field preferred or commensurate education and experience.</li> <li>* Excellent understanding of Windows, Excel, Word, Outlook, and SharePoint</li> <li>• 40 hours</li> <li>• This is a non-exempt position.</li> <li>• Use of a personal vehicle may be required.</li> <li>• A credit and criminal background check will be conducted.</li> <li>• Willingness to abide by MCC Medical Clinic’s Rules of Procedure and the MCC Mission, and Bylaws</li> </ul>

**Salary and benefits to be negotiated based on qualifications and experience.**

**To apply, please fill out the MCC Medical Clinic Job Application, attach your resume and cover letter, and email to [mansoor.mohiuddin@mccmd.org](mailto:mansoor.mohiuddin@mccmd.org). The MCC Medical Clinic is an equal opportunity employer.**

**MCC Medical Clinic Mission:** The Muslim Community Center (MCC) is a 501(c)3 non-profit organization whose mission is to serve the community. MCC Medical Clinic is one of the largest faith-based community-based medical clinic. MCC Medical Clinic’s mission is to provide compassionate and high-quality medical care to uninsured, indigent adult residents of our community regardless of race, religion, ethnicity, gender, or national origin.