



# Example of DIR-Program Job Description

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Our innovative and growing company is looking for a dir-program. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for dir-program

- Defines the overall philosophy and objectives of the unit in accordance with those of the hospital and interprets same to staff
- Establishes and maintains an organization plan consistent with the overall hospital organization as evidenced by the organization chart
- Establishes priorities, schedules task completion and meets scheduled deadlines as evidenced by timeliness of reports
- Develops and implements improvement to unit methods, systems and procedures
- Chairs or appoints chairperson(s) to committees as needed and noted by attendance
- Responsible for constituting the treatment team and for conducting or designating for conduct of treatment planning and process review conferences
- Maintains a call roster for physicians affiliated with the program to provide support and consultation as needed
- Develops an internal QA program to maintain high quality patient care
- Makes rounds regularly to ensure that patient care program functions are appropriate and that patient needs are being met
- Develops and maintains a successful and satisfactory inquiry/call system and education system to train all staff involved with process of receiving and follow-up with patient inquiries

## Qualifications for dir-program

- Knowledge of graduate education practices, the humanities, and academic and non- academic career paths for graduate students in the humanities
- Strong communicator with the ability to build relationships with a variety of individuals
- Ability to translate academic experiences to non-academic audiences
- Must have strong, demonstrated program management experience experience with all phases of the capture process, including developing and executing successful capture plans, proposal development and program initiation
- Demonstrates the ability to financially manage the program