



Example of DIR-Program Job Description

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Our innovative and growing company is looking to fill the role of dir-program. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for dir-program

- Maintains understanding of Hospital ADC goals and referral development activities necessary to meet those goals
- Demonstrates the ability to maintain and direct qualified personnel
- Establishes standards for the evaluation of personnel performance as evidenced by annual evaluation of employees
- Completes all competency program as required by hospital
- Oversee and participate in the assessment of patients for admission to program, also ensure that services and admission is available on a 24/7 basis including a call in system
- Perform other duties and special projects upon request by Behavioral Health Services Team
- Plan, coordinate, direct and supervise daily clinical and administrative operations for all STI clinics
- Manages the strategic planning, policy development and implementation of the City's Recycling Program and sustainability efforts
- Monitors the performance and ongoing development and training of recycling staff and vendors
- Develops the Program's work objectives, quality standards and performance measures, working with program supervisors to monitor productivity and adhere to established standards

Qualifications for dir-program

solving skills

- Previous experience working with an electronic medical practice software and electronic management tool
- Previous experience with high-volume transaction medical or clinical practice environments in which customer service and satisfaction are priorities
- Previous experience providing operational leadership in an ambulatory care setting with care delivery that includes screening and treating sexually transmitted infections and/or primary care, HIV care, reproductive health services
- Previous experience with direct oversight of both clinical and administrative staff in an ambulatory setting serving youth and populations with varying sexual orientation and gender identity
- Directs the development and management of program contracts, budgets, grants and administrative functions