

## Clinical Services Manager

### Special District

California Healthcare Districts respond to the specialized health needs of California communities. Voters created 78 Healthcare Districts to fulfill health local care needs. Of these, 54 serve the state's rural areas. Healthcare Districts provide access to essential health services and are directly accountable at the community level. As a result, tens of millions of Californians have been able to access care that would otherwise be out of reach.

### Clinical Services Manager

In brief, under the general direction of the Clinical Services Director, the **Clinical Services Manager** is responsible for providing additional clinical and operational oversight for Camarillo Health Care District (District) Care Transitions, Case Management and other care coordination programs and services. Under supervision of the Clinical Services Director, supervises Health Promotion Coaches, ensures case files and services are compliant with NCQA accreditation standards and requirements, and contract and grant obligations and deliverables. Clinical Services Manager assists in developing, reviewing and ensuring that Care Transitions, Case Management and other care coordination programs and services procedures are current and services are in compliance.

#### *Examples of Job Duties:*

Provide support for Clinical Services Director as follows:

- \* Prepare required reports, analyze statistical data to improve operations, meet contract and grant deliverables, and identify ongoing/emerging program needs
- \* Implement systems and procedures for the delivery of person-centered activities
- \* Ensure meet performance targets.
- \* Provide additional supervision and clinical oversight for the Care Transitions, Case Management and other care coordination programs and services
- \* Review incoming referrals for clinical appropriateness and program criteria eligibility
- \* Manage and delegate daily case assignment and address appropriate clinical questions

- \* Ensure that program timelines are followed and met
- \* Review Case Management documentation to ensure compliance with comprehensive, person-centered standards and provide feedback to staff
- \* Appropriately address clinical issues by effectively communicating with medical partners to reduce preventable ED use, avoidable hospitalizations and nursing home admissions in alignment with the national "triple aim" goal of improved health, better care, and lower costs
- \* Responsible for conducting HomeMeds program
- \* Oversee and audit Population Health Logistics database(s); collect and enter data needed to support program goals
- \* Conduct weekly audits of files to ensure compliance with any/all applicable standards, certifications, regulations and requirements; lead weekly staff meetings
- \* Prepare monthly billing reports and invoice preparation
- \* Ensure excellent standards of care and adoption of best practices by participating in on-going program quality improvement measures; including participation in District's NCQA QI committee.
- \* Participate in building & maintains beneficial relationships with any/all organizations, including but not limited to; hospitals, physician groups, health plans, home health agencies, skilled nursing facilities, and other community-based entities that position District as the community-based LTSS partner of choice.
- \* Other duties as assigned

Employees' Retirement System (CalPERS).

## The Ideal Candidate

The ideal candidate must be a collaborative and creative problem-solver with a solid understanding of the case management. We seek candidates that have a positive and energetic leadership style who have a willingness to take a "hands on" approach to develop a strong team within the Care Management Department. It is critical that the candidates possess strong organizational skills, and excellent oral and written communication skills. Must have experience and knowledge of the challenges of people with ongoing chronic conditions and or functionally impaired individuals.

## Minimum Qualifications

Any combination of education and experience that has provided the knowledge, skills, and abilities for a **Clinical Services Manager**. A typical way to obtain the knowledge skills and abilities would be:

**Education: Bachelor's degree in nursing (BSN) required**  
**AND**

**Experience:** Minimum of five (5) years' experience managing high-risk/high-utilization patient populations in hospital and/or community settings; experience in monitoring program performance and quality improvement, experience supervising direct subordinate staff, including training and feedback.

Proficient level using Microsoft Excel, Word, and PowerPoint, and other software analytics necessary to manage program data.

### **Other Requirements:**

Criminal Records Clearance, Candidates must possess a valid California class C driver's license. Travel is required.

## Compensation and Benefits

The Clinical Services Manager is a part-time position of 25 hours per week; Tuesday through Thursday 9:00am-4:00pm and Friday 9:00am-5:00pm at \$32.00-\$43.00 per hour.

District offers an attractive benefits package which includes:

- PERS Retirement:  
The District participates in the California Public

- Health:  
Medical insurance plans offered through the CalPERS Health Program.
- Deferred Compensation:  
The District offers a deferred compensation plan that employees may participate in, CalPERS 457.
- Annual Accrual Rates:  
Leave accrual rates vary bi-weekly, based on years of service and weekly hours worked
- Holidays:  
The District observes 11 holidays per year.

## To Apply

If you are interested in applying for this excellent opportunity, please visit:

<https://www.camhealth.com/employment-opportunities/>

### **Camarillo Health Care District**

Human Resources Department  
3639 E. Las Posas Rd, Ste. 117  
Camarillo, CA 93010  
805.388.1952 ext. 125

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The eligible list established from this recruitment may be used to fill current and future position.