



# BELIEVE THERAPIES

therapy that works

## CLINICAL ADMINSTRATOR JOB DESCRIPTION

### PURPOSE

To oversee the production of Division 4 and 5 of the company, to assist the production and viability of the whole company, with statistics maintained at normal or above conditions.

### PRODUCT

Viable, successful, expanding, productive, well managed and trained clinics.

### POST FUNCTIONS

Statistics

- Meeting with all division managers weekly to review statistical information, apply conditions and immediately address trends.
- Ensuring quality treatment programs that lead to highly satisfied clients who complete their full treatment programs.
- Ensuring staff members are highly educated and perform job duties with the highest standards and service maintained and increased by highly productive staff.
- Ensuring all division responsibilities are completed daily, with coverage obtained/provided as needed.
- Meeting as part of the executive council to review statistical information and address financial planning including division purchase orders.
- Performing other duties as delegated, required or requested.

Personnel

- Ensuring all managers in division 4 and 5 are staffed appropriately, which includes recruitment, interviewing, onboarding, and orienting new staff.
- Ensuring division managers maintain compliance with company policies and procedures, as well as enforcing disciplinary action or employment termination when warranted.
- Ensuring appropriate time management of all division managers, through timecard approval and PTO approval/denial.
- Provides constructive and timely performance evaluations of division managers.

### SKILLS NEEDED

Must have a high communication level (verbal and written), great control and really enjoy working with others at all levels. Must demonstrate excellent interpersonal, negotiation, and conflict resolution skills. Administrator services are key, so it is up to the Clinical Administrator to uphold a standard of excellence throughout the company. Must be able to manage by statistics and to abide by conditions.

### QUALIFICATIONS

- Thorough knowledge of leadership and managing by statistics.
- 5 years of experience within the company in a leadership position preferred
- Comprehensive understanding of computers and Microsoft Office applications and company EMR system

- Must be a licensed evaluating therapist in the state of Texas

## **SCHEDULE**

This position is Full-time, per your individual employment contract. Attendance is very crucial in this position so all time-off and lateness must be worked out beforehand when possible.

## **MAIN STATISTICS AND PRODUCTION QUOTAS**

- Total Charges
- Average TX Charge
- Billable Hours
- Discharges
- Drop Outs
- Recovered Drop-Outs

Quotas will be set weekly or monthly (depending on the statistic) and are expected to be met within the first 30 days and consistently thereafter. The expectation is that all statistics will be maintained at the condition of Normal or better.

## **VALUABLE FINAL PRODUCT**

Viable, successful, expanding, well managed and productive clinics.

## **GLOSSARY**

**Conditions** – A condition is an operating state. One must do the steps of the Condition Formula in order to improve the overall condition.

**Division 4** – The Clinical Division of the Organizational Board which includes the therapy services manager, all therapists, therapy technicians, therapy volunteers and program development.

**Division 5** – The Quality Control Division of the Organizational Board which includes the quality manager, chart reviewing, internal continuing education, staff training, and staff morale.

**Purchase Orders** - The form used so items can be purchased that include the item, quantity, description and actual cost. Every item bought must have a pre-approved purchase order to cover it.

**Statistics** - A number or amount compared to an earlier number or amount of the same thing. Statistics refer to the quantity of work done or the value of it in money.

**Trends** – An inclination toward a general course or direction.





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## **JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, have received a copy of the job description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date