



JOB DESCRIPTION

JOB TITLE: Business Development Manager
REPORTS TO: Clinic Executive Director
DEPARTMENT: Administration
LOCATION: 705 East Ave. Corning, CA 96021
STATUS: Exempt- Full-time 40 hours per week

*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy (**Chapter 1-715** of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

POSITION SUMMARY

The Business Development Manager continuously exemplifies the mission, vision, and values of Rolling Hills Clinic in job performance and in service to other persons throughout the organization. The Business Development Manager effectively manages key business development functions through the use of quantitative and qualitative data systems and sources to evaluate, grow, expand, align and coordinate initiatives throughout the market area. These functions include, but are not limited to, business plan development, business plan implementation, managing physician referral development, strategic planning, as well as coordination of activities with other areas of the organization. The Business Development Manager will research, analyze through various methods, and compile reports, presentations, and summaries of valid and reliable findings for Rolling Hills Clinic's Executive leadership.

DUTIES & RESPONSIBILITIES

1. Creates strategic alliance partnerships.
2. Acts as primary liaison between but not limited to insurance groups, public health department, outside healthcare organizations, education facilities, and other community organizations.
3. Research, leads and communicates to potential clients, evaluating, and targeting prospects.
4. Develops and maintains strong business network contacts.
5. Collaborate with other offices and market sectors.
6. Understands the health insurance environment to capitalize on opportunities for good stewardship in managing fiscal resources.
7. Develops, implements, and improves referral sources, and provides referral analysis feedback to leadership of the organization.
8. Has a deep understanding of current Healthcare trends within Northern California.
9. Meets with Executive Director on a regular basis to remain focused on growth, through strategizing, and tracking.
10. Generates business opportunities through prospective mass market programs.
11. Develops and maintains a Social media presence.
12. Translates vision into strategies with clear objectives and practical action plans.
13. Provides market feedback to leadership regarding affiliations, competitive offerings, prospect needs, and generate growth development ideas within Rolling Hills Clinic.
14. Strategically drive increased patient volumes and revenue to achieve organizational growth.
15. Works with Executive Director and Clinic Managers to develop a list of potential targeted clients and project opportunities that support the market-driven strategy of the Market Sector.
16. Brand development.

17. Relates well to people regardless of their organizational level, personality, or background. Understands the components of cultural competency as they apply to the workforce. Maintains an environment of fairness, capitalizes on generational differences to foster highly effective workgroups.
18. Retains staff by assessing staff satisfaction, develops and strategies to address satisfaction issues, promotes retention, and rewards and recognizes staff
19. appropriately.
20. Directs continuous improvement in organizational processes and services, using quality improvement processes and assessment tools to better identify and serve customer needs.
21. Promotes collaboration and removes obstacles to teamwork across the organization.
22. Possessing a deep understanding of patients and their needs to help access healthcare through development of strong relationships.
23. Website development and maintenance.
24. Outreach events and programs.
25. Establishes open, candid, and trusting relationships. Uses effective communication skills that demonstrate acceptance for Patient's unique values, beliefs, and practices.
26. Demonstrated the commitment to work through conflicts to achieve the best possible outcome for those involved.
27. Other duties assigned by supervisor.

SCOPE OF WORK

1. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
2. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
3. Safety: Responsible for ensuring that all duties, responsibilities, and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related area required; masters preferred. A minimum of 3 years' experience in a healthcare organization supervisory or leadership role preferred.
2. Experience working with Tribal populations is helpful and knowledge of health disparities highly desired.
3. Excellent oral and written communication skills needed; strong organizational ability required.
4. Current CPR certification
5. Personal commitment to the organization's mission and values;
6. Excellent oral and written communication skills;
7. Ability to work with diverse publics;
8. Ability to work flexible hours.
9. Valid California Driver's License
10. Local travel is regularly required.

COMPETENCIES:

1. Knowledge of the principles of supervision and training.
2. Knowledge of Personnel Policies and operational policies and procedures.
3. Knowledge of medical terminology and of medical center operations.
4. Skill in developing subordinates and in providing leadership.
5. Excellent interpersonal and communication skills; ability to work with physicians, dentists, nurses, and other professional/technical and management staff, patients and subordinates.
6. Thorough organization, management, and human relations skills
7. Leadership skills with an emphasis on flexibility and teamwork.

8. Demonstrated experience in working with culturally diverse populations.
9. Prior management experience and knowledge of specific operations systems of Community Health Centers, such as patient flow and billing; achievements in developing new services and patient volume.

NOTE TO APPLICANTS

Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

IMMUNIZATION

TB test, measles, mumps, rubella, varicella, TDAP & Hep B as a condition of employment. If the records are more than 10 years old, titers are required to confirm immunity. Additionally, you will be required to obtain a

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms and climb stairs. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.