



Position	Health & Wellness Center Director	Department	Health & Wellness
Supervisor	Chief Executive Officer	Location	Lafayette, LA

1. Position Summary:

The Health & Wellness Center Director is responsible for on-site, basic medical care of patients in stable conditions and overseeing all administrative aspects of the health care clinic. The Director assists the Chief Medical Officer with operational, compliance, and quality assurance activities and ensure continuity with other AcadianaCares departments.

2. Minimum Qualifications:

Completion of a Licensed Practical Nurse (LPN) program required. Completion of a Registered Nurse (RN) program or a master’s degree in business, health care administration, public administration, or related field preferred.

Six or more years of experience working in a health clinic required. Experience managing a medical office or program preferred.

Three or more years of experience supervising staff required.

Knowledge of addictive disorders, HIV, Hepatitis C, and sexually transmitted infections (STIs) required. Two years of experience working in a clinic setting serving HIV, Hepatitis C, and/or substance use recovery patients preferred.

Budget development and management experience required.

Health care enterprise software experience and proficiency with Microsoft Office programs required.

Ability to work with people of diverse lifestyles is required.

Ability to manage shifting priorities, emerging issues, and patient issues respectfully and promptly is required.

Public speaking and presentation experience required.

3. Required Licenses/Certifications:

Valid LPN or RN license with agency credentialing.

Valid Louisiana driver’s license.

CPR and basic life support certification.

4. Position Responsibilities:

30%	Administrative: <ul style="list-style-type: none"> • Supervise work of others to maintain administrative and operational functions of the Health & Wellness Center. • Maintain all Health & Wellness Center reporting requirements.
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	<ul style="list-style-type: none"> Assign duties to Health & Wellness Center staff to meet agency goals and objectives. Maintain all clinic-related policies, procedures, and forms. Oversee hiring, performance, and professionalism of staff. Promote volunteer recruitment, training, and coordination. Maintain clinic schedule. Perform performance evaluations and carry out discipline in accordance with agency policies.
30%	<p>Clinical:</p> <ul style="list-style-type: none"> Oversee processes for specimen collection, laboratory processing, and rapid test and screening processing. Oversee telehealth process for Health & Wellness Center practitioners. Ensure medical records are appropriately processed. Transcribe practitioner orders, monitor medications, and oversee lab work. Intervene immediately and appropriately to Health & Wellness Center issues and conditions to ensure patient care is maintained.
20%	<p>Evaluation:</p> <ul style="list-style-type: none"> Study effectiveness of clinic services and advise the Chief Executive Officer and/or Chief Medical Officer of needed changes. Lead or participate in committees related to quality assurance, patient re-engagement, continuous improvement, and service coordination. Serve on Quality Assurance Committee. Participate in ongoing collaboration and referral networks. Conduct standard surveys. Monitor logs and reports. Identify service near misses, gaps, and corrective actions.
15%	<p>Financial:</p> <ul style="list-style-type: none"> Develop and monitor annual clinic budget. Review financial reports and address any inaccuracies or deficiencies. Assist Chief Executive Officer with financial planning and fundraising.
5%	Perform other duties as assigned.

5. Conditions of Employment:

- Complete initial background check, tuberculosis screening, and drug screening.
- Adhere to all related agency and regulatory requirements, including HIPPA.
- Adhere to AcadianaCares policies and procedures.
- Adhere to schedule and time management demands.
- Maintain objectivity in assessing situations and proposing solutions.
- Complete required agency, program, and software training.



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- Maintain continuing education requirements.
- Attend staff meetings unless excused.

6. Approximate Work Time Distribution

Position is considered full-time with 40 hours of work per week.

7. General Work Environment

Approximately 90% of work shall be completed in a clinic setting. Periods of standing, sitting, using computers, scanning documents, talking on the phone, interacting with related agency representatives, and interacting with patients from a variety of target populations is expected.

Ability to move about the AcadianaCares campus, with or without assistance, is required.

Up to 20% of work time may be spent travelling off campus or spent working before or after posted office hours and on weekends.