

Louisiana Primary Care Association

Position Description

Position Title: Deputy Director
Fulltime Exempt

Supervisor: Executive Director

Supervises: Office Manager/Member Relations Coordinator

Position Summary: The Deputy Director performs under the direction of the LPCA Executive Director. This person is responsible for the day-to-day operations of the LPCA. In the absence of the Executive Director, this person performs in the acting role. This person is also responsible for and acts as a technical resource in education and communications for primary care in Louisiana, particularly as it regards the membership of the LPCA.

Responsibilities:

1. Oversight of the day-to-day LPCA activities, including the follow-through on work plans and implementation of specified projects, adherence to required budgets, and other tasks as specified.
2. Oversight and supervision of LPCA employees (as specified on the organizational chart) in accordance with established policies and procedures of the Association.
3. Assurance of the delivery of membership services.
4. Assurance that the organization complies with state, local and federal guidelines and regulations as appropriate.
5. Assists staff to accomplish tasks/goals and providing guidance and direction.
6. Evaluates and analyzes problems and selecting an efficient course of action after evaluating and analyzing alternatives.
7. Provides effective distribution of work activities among staff, and provides effective planning to meet deadlines.
8. Provides a sensitive and serious response to staff suggestions and complaints, respond to suggestions and complaints in a timely manner, exhibit fairness and impartiality in interactions, show interest in staffs' welfare, prompts/encourages staff input, knows, demonstrates and oversees compliance with LPCA policies, procedures and plans.
9. Effectively resolves disputes among employees; anticipates staff related problems and compensates with effective preventive measures, handles disciplinary situations, administers corrective disciplinary actions when appropriate, and responds to any employee grievances.
10. Acknowledges good performance, discusses performance related problems, and

provides informal feedback regarding performance as needed.

11. Maximizes efficiency and effectiveness through best use of materials, equipment and staff.

MINIMUM QUALIFICATIONS

- Master's Degree preferred or a minimum of 10 years of experience in responsible health care operations at the administrative leadership level.
- Demonstrated leadership and complex organizational management skills.
- An understanding of how to achieve results in a non-profit health care environment.
- Well-developed strategic planning, organizational development, and business skills.
- Experience in health care administration in a complex setting.
- Experience in working at a nonprofit.
- Experience in Primary Care Associations/Community Health Centers/Federally Qualified Health Centers preferred.
- Ability to work collaboratively with other leaders across the organization, board
- Proficient in Microsoft Office and Microsoft Excel

By signing and dating below, I agree that I have read this position description, and I have been made aware of the terms and conditions as they relate to my position. I understand, accept, and will comply with the job responsibilities delineated above.

Employee Signature

Date