

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**JOB DESCRIPTION**

**Job Title:** Onsite Employee Health & Wellness  
Special Projects Manager

**Department:** Onsite

**Grade** I  
**H.P.D.** 8-10 or varies  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** March 2023

**Reports To:** Onsite Employee Health and Wellness  
Clinic Manager and Assistant Clinic  
Manager

**Purpose of Job**

The Onsite Employee Health and Wellness Special Projects Manager is responsible for providing operational support to Onsite Administration to achieve Onsite's project goals and objectives, with a specific focus on patient growth. In addition to ensuring effective progress towards Onsite goals, this position requires support during busy periods of the year to ensure patient services are delivered in a timely fashion and will serve in the weekly rotation of Administrative "on call" periods.

**Essential Duties and Responsibilities**

**The following duties are normal daily duties for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Greets patients in a polite and professional manner.
- Assists with managing healthcare research projects and analyses for evidence-based clinical initiatives under the guidance of the Onsite Clinic Manager.
- Plans, develops, leads, and executes projects in order to meet established Onsite goals and objectives at the direction of the Onsite Clinic Manager.
- Plans and maintains the scheduling of Onsite research projects and timelines.
- Performs data collection, analysis, and interpretation to update current Onsite processes. Ensures integrity and security of the collected data. Evaluates the significance of the data and reports findings.
- Manages multiple projects simultaneously.
- Facilitates the proper level of regulatory healthcare compliance for each Onsite study, preparing quality-related documentation and addressing quality-related findings.
- Demonstrates proficiency in providing professional guidance in the execution of day-to-day Onsite research project activities.
- Monitors budgetary requirements with the aim of minimizing Onsite expenditures.
- Identifies gaps in Onsite processes and potential areas of improvements.
- Coordinates project team and work group meetings as needed. Manages and communicates the project status as required by the Onsite Clinic Manager.

- Participates in Onsite staff meetings and may prepare presentations as needed.
- Arranges vendor visits and collaborating healthcare professionals. Identifies, documents, and manages project issues and escalates, as appropriate, to achieve timely resolution.
- Maintains a safe, welcoming and comfortable clinical environment for patients, guests, and employees. Maintains a high level of confidentiality regarding patient information, staff performance, and clinic data.
- Assists with cost savings potential by drawing comparisons of past claims and monies spent in lab, pharmacy (non-specialty and specialty medications) and all medical bills. Conducts extensive research into specialty medication savings potential and infusion patient information.
- Researches and provides vendor recommendations for Onsite's procurement processes.
- Provides short- term backup of Clinic Manager and Assistant Manager during high intensity periods.
- Researches tools for EHR / EMR's that allow for maximum patient utilization (i.e., online patient scheduling and online patient portal, etc.).
- Assists with monitoring the delivery of patient services to identify issues that prevents effective patient care, including analysis of patient navigation and utilization of Onsite social media tools. Assists with Onsite's website maintenance and development.
- Assists with review of internal ISO forms, guides, policies, and procedures, job descriptions, and updates as needed.
- Assists with reporting and the timely submission of information regarding patient treatment to outside entities.
- Assists with research and implementation of growth opportunities for Onsite.
- Assists with main and satellite location inventory tracking and needs.

#### **Additional Job Functions**

Performs other duties and any other tasks delegated by Onsite Clinic Manager or Onsite Assistant Clinic Manager as required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Degree in Administration or Health related field with one year of job-related experience, including two years of prior supervisory experience preferred.
- Any amount of Nursing Experience and / or Healthcare experience / background can be considered for this position.

#### **KNOWLEDGE OF JOB**

- Excellent verbal/written communication and interpersonal skills.
- Excellent computer skills; knowledge of Microsoft Office, including Word, Excel, Access, Outlook, and PowerPoint.
- Ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.
- Ability to adapt to change and implement new policies / procedures.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to respond quickly to emergency situations in the workplace;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**