**Associate Director, Allied Health Services Standard Job Description**

**Classification Title:** Associate Director, Allied Health Services

**FLSA Exemption Status:**Exempt

**Pay Grade:** 18

**Job Description Summary:**

The Associate Director of Allied Health Care Services, under general direction, operates within an integrated and team-based university health care model and has responsibility for leading and managing the team of allied clinical health care professionals, staff, and services. The Associate Director manages the medical laboratory within the university.

**Essential Duties and Responsibilities:**

**30% Leadership and Administration**

* Lead the overall operation and administration of the medical laboratory.
* Supervise leaders of the allied health care team and assure that all allied health services maintain quality standards.
* Foster a unified culture and promote a process for collaboration and teamwork.
* Participate in the development and implementation of the operations budget.
* Serve as a member of the administrative leadership team to ensure quality standards are maintained.

**20% Quality Assurance and Compliance**

* Ensure operational adherence to applicable policies and procedures by all technical and operational staff.
* Establish and maintain quality control and quality assurance programs in all allied health services.
* Oversee the provision of appropriate training for new employees and continuing education.
* Monitor utilization patterns of allied health services and advise leadership on trends.
* Ensure compliance with licensure, certification, and training requirements of allied health professionals.

**10% Strategic Planning and Growth**

* Develop, communicate, and implement effective growth strategies and processes.
* Lead and direct the establishment of operational standards for cost control and quality.
* Advise, negotiate, manage, and administer all contracts related to the allied health team.

**10% Clinical Care Services**

* Provide clinical health care services within the scope and standards of practice for licensure.
* Serve as the hiring manager for allied health leadership roles and medical laboratory positions.
* Motivate, supervise, and support the career progression of the allied health leadership team.

**10% Community Engagement**

* Establish and maintain lines of communication with internal and external customers.
* Ensure that consultation is available to allied health services clients.
* Foster a collaborative environment for program planning and response to clinical service trends.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or any equivalent combination of education and experience

**Required Experience:**

* Eight years of related experience

**Required Licenses and Certifications:**

* Certified by the American Society of Clinical Pathologists.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**