Mount Carmel Health System
Columbus, Ohio

We are seeking a Manager of Occupational Health to join our team of dedicated professionals as we continue our mission of improving the health of the communities we serve.

**Job Description**
This position is responsible for planning and operations as it relates to care delivery (injury and contracted services), financial, human resource, quality and reporting. Ensures standardization of service delivery. Works in collaboration with the leadership team to enhance programming and improve services. In collaboration with the Medical Director, provides operational oversight and direction of clinical services. Works in collaboration with other Mount Carmel services to enhance programming, improve services and meet employers’ needs.

**Job Qualifications (Knowledge, Skills, and Abilities)**
- **Education:** Graduate from approved school of nursing; Bachelors in Nursing or Related field or equivalent combination of education and experience.
- **Licensure / Certification:** Current license to practice in the State of Ohio. Certified Occupational Health Nurse (COHN or COHN-S) preferred. Certified breath alcohol technician preferred. NIOSH approved spirometry preferred. Certified occupational hearing conservationist preferred.
- **Experience:** Minimum of 2-3 years managerial experience in Occupational Health, or a related face-paced ambulatory clinical environment.
- **Effective Communication Skills**
- **Knowledge of OSHA, DOT, BWC and ADA rules**
- **Highly motivated and self directed, demonstrates the ability to prioritize and manage multiple functions, sites and responsibilities simultaneously**
- **Strong interpersonal skills to work with colleagues, other managers, employers and physicians.**
- **Strong management skills focused on program development & oversight, staff engagement & motivation**
- **Ability to travel to different sites on regular basis.**
- **Ability to work independently with a high level of motivation and initiative.**
- **Ability to problem solve and troubleshoot daily**

**Essential Responsibilities**

**Service Excellence**
- Exhibits each of the Mount Carmel Service Excellence Behavior Standards holding self and others accountable and role modeling excellence for all to see. For example: demonstrates friendliness and courtesy, effective communication creates a professional environment and provides first class service.
- Holds self and others (Associates, Physicians and Volunteers) accountable for exhibiting each of the Mount Carmel Service Excellence Behavior Standards. This includes, but is not limited to, celebrating excellence in behavior and approaching anyone with courtesy and respect who is not demonstrating Service Excellence and owning and resolving Service Recovery concerns.

**Leadership Competencies**
- Leadership Competencies are the required skills, knowledge and attributes of leaders. They are principles that guide leaders toward the performance and accountabilities expected of them every day.
- Define and share a strategy and vision.
- Align resources toward achievement of UEM results.
- Grow and sustain the UEM.
- Identify, lead and embrace change.

**Job and Technical Competencies**

- Clinical Operations: Provides oversight & direction for clinical operations in designated settings (clinics & off-site locations); manages processes to include: registration, delivery of clinical care, disposition, reconciliation, end of day processing and reporting; develops policies, procedures, leads performance improvement initiatives; provides oversight for equipment maintenance, calibration and compliance with manufacturer and regulatory guidelines, provides clinical care as needed and ensures an environment that promotes patient safety, regulatory compliance, and evidenced based care.
- Works directly with the billing manager for to ensure that clinic process provide support billing and reporting requirements; coordinates client needs in off-site clinics, based on contracts, which can include: staffing, supply and equipment management, and reporting functions, resource for staff client/patient problems, facilitates solutions, collaborating with physicians and / or medical director as needed.
- Managing Performance: Evaluates staffing, hires, fires, evaluates performance in terms of skills, knowledge, ability, productivity and organizational fit; coordinates orientation and training, provides coaching and opportunities for staff development; ensures fair and consistent Human Resource policy execution; maintains accountability for department, in collaboration with site leads develops work schedules and daily assignments.
- Education and Training: Develops and oversees regular ongoing education and training; promotes professional growth and clinical competence; supervises completion of staff competencies and certifications; trains associates on the proper operation of clinical equipment to include testing, calibration, certifications and EHR.
- Communication, Collaboration and Engagement: (Clients) work directly with employers on a regular basis to ascertain changing needs, problem solves, and maintain client relationships; assists the Sales Representative with the employer sales process; (Colleagues) develops an environment that encourages team work, engagement and participatory management; develops and maintains interdepartmental relationships to ensure seamless delivery of services.
- Fiscal Management: Responsible for labor, supply and equipment control, cost containment; monitors & reports routine metrics and variances, making adjustments as necessary; directs operations to meet financial performance and productivity goals; in collaboration with administrative manager, develops operating and capital budgets.
- Program Development & Management: In collaboration with leadership team, participates in the development of a vision for Occupational Health Services (clinic & on-sites); develops, communicates & executes operational goals, objectives & performance targets.
- Performance Improvement & Regulatory Compliance: Ensures compliance with governmental and other regulatory agencies standards as applicable to patient care and the Occupational Medicine; develops monitors and reports quality indicators for the center focusing on optimal patient outcomes, regulatory compliance/risk management, customer service and continuous quality improvements; functions as the safety coordinator for the clinic, ensuring compliance with the off-site safety program.
- Meets population specific and all other competencies according to department requirements.
- Promotes a Culture of Safety by adhering to policy, procedures and plans that are in place to prevent workplace injury, violence or adverse outcome to associates and patients.
- Relationship-based Care: Creates a caring and healing environment that keeps the patient and family at the center of care throughout their experience at Mount Carmel following the principles of our interdisciplinary care delivery system.
- **(For nursing leadership)** Models and promotes professionalism in nursing practice within the model of the ANCC Magnet Recognition Program®.
Other Job Responsibilities

- Remains current with State and Federal (BWC, DOT, OSHA, MIOSH) laws and regulations.
- Maintains current knowledge, skill, education and licensure in clinical practice, attends required education, meetings and promotes professional growth.
- Responsible for compliance with Organizational Integrity through raising questions and promptly reporting actual or potential wrongdoing.
- All other duties as assigned.

About Mount Carmel
Serving more than a million patients each year, Mount Carmel is the preferred healthcare provider in central Ohio. Our more than 8,500 employees and 1,500 physicians utilize state-of-the-art facilities, advanced technologies and the latest procedures to accomplish our mission of healing patients’ minds, bodies and spirits, and improving the health of the communities we serve.

Join Our Team
To learn more on how you can become a member of the exceptional leadership team at Mount Carmel, apply online at mountcarmelhealth.com/job-search and search for requisition #4486.