

Position Title:	Clinic Director, University Health Service (UHS)
Employer:	University of Illinois Hospital & Clinics (UI Health)
Location:	Chicago, IL
Position Description:	<p>The University of Illinois Hospital & Clinics (UI Health) is seeking a full-time Clinic Director, University Health Service (UHS) to join their team. The Clinic Director, University Health Service (UHS) provides strategic, operational, clinical, and administrative leadership to advance occupational health and wellness programs across UI Health and the UIC campus. The Clinic Director oversees day-to-day operations, compliance, staff performance, financial management, and long-term planning. The role collaborates closely with Human Resources, the Office for Access & Equity, EHSO, regulatory agencies, and other stakeholders to ensure the delivery of high-quality, cost-effective care and employee health programs. This position is critical to sustaining institutional readiness, regulatory compliance, and employee wellbeing.</p> <p>This position is intended to be eligible for benefits. This includes Health, Dental, Vision, Life Insurance, a Retirement Plan, Paid time Off, and Tuition waivers for employees and dependents.</p> <p>Position Summary The Clinic Director, University Health Service (UHS) provides strategic, operational, clinical, and administrative leadership to advance occupational health and wellness programs across UI Health and the UIC campus. The Clinic Director oversees day-to-day operations, compliance, staff performance, financial management, and long-term planning. The role collaborates closely with Human Resources, the Office for Access & Equity, EHSO, regulatory agencies, and other stakeholders to ensure the delivery of high-quality, cost-effective care and employee health programs. This position is critical to sustaining institutional readiness, regulatory compliance, and employee wellbeing.</p> <p>Duties & Responsibilities</p> <ul style="list-style-type: none"> • Strategic Planning and Goal Setting As a member of the senior leadership team, determines, plans, and establishes departmental strategic course to improve and strengthen the health care outpatient business and services in the clinic. • Analyzes changing demographics, increasing market competition in Occupational and Environmental Health and social and economic factors in the organization environment to formulate the department vision and values statements. Formulates the strategic course of the department aligning with the overall strategy of the hospital. • Studies most recent trends, innovative approaches and new patient tests in health care industry to apply new concepts towards organizational strategic goals in Occupational and Environmental Health. • Develops and manages strategic relations with providers to facilitate patient care. • Oversees provider productivity and provider scheduling process in Agility and the Employee Health Portal (Immuware). • Directs and implements emergency management drills for UI Health and participates in UIC campus wide disaster drills. • Provides primary input to the executive management team on

decisions affecting practice site(s), as well as feedback on department programmatic, planning and policy issues.

- Reviews and modifies the structure of the department and its services to improve and expand clinical operations.
- Ensure policies and procedures for the practice site(s) are reviewed and updated regularly as required by University, UI Health, Mile Square, and external regulatory agencies (OSHA, CDC, IDPH, JCAHO) to meet required standards related to occupational health and wellbeing.
- Implements Unit's Quality and Compliance Plans at practice site(s) which is multi-disciplinary and supports occupational health for patients.
- Monitors quality of patient care, prepares regular reports of quality indicators, and initiates appropriate interventions as needed, in order to meet or exceed customer expectations and established standards/benchmarks.
- Program Oversight/Development/Implementation of Occupational Health Programs: Oversight of programs developed and implemented by direct reports to include annual flu vaccination, COVID vaccination, Respirator Fit testing, TB surveillance, exposure monitoring, campus biological research protocols/surveillance, Biological Research Lab (BRL) workers surveillance, USP 800 baseline and exposure monitoring, asbestos surveillance, hearing conservation, etc.
- Zero Harm Initiatives including Safe Patient Handling, Blood Borne Pathogen Exposure Prevention, and Slips, Trips and Falls Prevention.
- Campus and UI Health Emergency Management initiatives.
- Campus and UI Health Wellness initiatives.
- Data Analytics Team initiatives for Immuware and Agility EMR maintenance and system development.
- Employee Assistance program initiatives.
- UHS staff employee engagement initiatives to include staff daily and weekly huddles, stoplight report, and weekly UHS department communication update.
- Develops the departmental annual budget, plans capital projects and ensures the budget is administered within the hospital guidelines.
- Analyzes budget report variances.
- Performs feasibility study to determine return on the investment for the new service before the implementation.
- Monitors departmental expenses. Performs vendor evaluation to procure new equipment and medical supplies for the department.
- Accounts for a very large annual expenditure.
- Oversees space planning. Constructs disaster planning to ensure continuity of service in extreme situations.
- Oversight of current and future remodeling of the University Health Service clinic to meet regulatory standards and efficiency/quality of care standards.
- Interviews, hires, orients, leads, mentors and evaluates performance of nursing staff to meet departmental and organizational needs.
- Verifies staff have current license and certifications (CPRs).
- Establishes staffing plan for practice site(s) and adjusts the plan according to changes in volume to maintain a high level of productivity.
- Committee Service: Serves on various committees including Emergency Management Committee for UI Health and Campus, Infection Prevention Committee, TB Sub-Committee, Zero Harm Committees, Worker Compensation Case Management Committee, campus and UI Health Wellness Committees, Exercise is Medicine

Committee.

- Performs other related duties and participates in special projects as assigned.

Minimum Qualifications

- Eligibility for licensure as a Registered Nurse in the State of Illinois is required.
- Master's degree is required, preferably in Occupational & Environmental Nursing, Nursing Administration, Advanced Practice Nursing, Business Management, Health Care Administration, Public Health, Business Management, Nursing, or related field.
- A minimum of five (5) years' experience in Occupational Health nursing is required.
- Three (3) years' progressive management experience required, preferably in an academic environment.

Preferred Qualifications

- Certification in Occupational Health Nursing (through the American Board for Occupational Health Nurses - ABOHN) preferred.
- Certified and licensed as an Advanced Practice Nurse, preferred.
- Working knowledge of healthcare in a physician office/occupational health environment.
- Solid knowledge of OSHA, CDC, IDPH, JCAHO standards/clinical guidelines related to Occupational Health required.
- Regulatory compliance knowledge and application for patient care, safety and billing in an occupational health setting required.
- Financial acumen in understanding and preparing and managing operational budgets.
- Intermediate skills using general office equipment, Microsoft suite of office products (e.g. Words, Excel, Outlook).
- Strong communication skills to interact with university employee/staff (patients) and develop effective working relations with University Health Service Staff, university leadership (including UI Health, colleges and service departments), colleagues, external customers, regulatory bodies, consultants, and vendors.
- Ability to work with all staff (including physicians) in a collaborative manner.
- Must possess excellent analytical skills to read, analyze and interpret business trends.
- Problem solving skills.

Salary & Benefits:

Salary: The previously determined salary range for this position was \$200,000 to \$248,935.

Final salary offered will be determined by a thorough assessment of available market data, internal salary equity, candidate experience and qualifications, and budget constraints. It is not typical for an individual to be offered a salary at or near the top of the full range for a position.

To Apply:

Applications will be accepted until the close date of **April 3, 2026.**

uic.csod.com/ux/ats/careersite/2/home/requisition/19307?c=uic

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The University of Illinois System conducts background checks on all job candidates upon acceptance of a contingent offer of employment. Convictions are not a bar to employment. Background checks will be performed in compliance with state and federal law.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#).

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).

The university provides accommodations to applicants and employees. [Request an Accommodation](#)

Artificial Intelligence (AI) tools may be used in some portions of the candidate review process for this position, however, all employment decisions will be made by a person.

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