**Position Summary:** The CEO is appointed by, and reports to, the Board of Directors. The successful candidate is responsible for administering, implementing and directing all aspects of [CHC], its programs and centers, in accordance with the policies established by the Board of Directors, funding agencies and applicable state, local and federal laws, regulations and guidelines. The CEO leads the [CHC] management team, assuring that good management practices are followed throughout the organization and at all [CHC] sites and programs through appropriate departmentalization and delegation of duties. He/she also coordinates and integrates administrative management with the program and clinical aspects of the center’s work.

The CEO presents information to the governing Board as a basis for sound decisions when rendering policy and program directives. The successful candidate also develops and maintains effective public relations with the community, other healthcare institutions and providers, civic organizations, and national, state and local groups/governmental entities, advocating for the needs of the underserved.

The CEO responds to opportunities to grow the organization and to secure its future in the [County] community.

**Primary Accountabilities and Responsibilities:**

**Administrative/General:**

* Implements, directs and evaluates the effectiveness of administrative management necessary to carry out [CHC] programs as described in the corporate healthcare plan, grant proposals and strategic plan. As needed, develops and facilitates strategies to address issues and problems.
* Provides overall organizational leadership and supervision, promoting the organization’s values.
* Advises the Board on matters related to the organization’s operations and policies.
* Develops and formalizes [CHC] plans and policy changes in accordance with the governance decision of the Board and requirements of funding agencies.
* Interprets corporate policy and makes administrative decisions, soliciting the input of each department and the Board; makes necessary changes and improvements in the existing administrative procedures and practices.
* Directs the development of standards and methods used to assess the activities of [CHC] with respect to the feasibility, quality, productivity, costs and other aspects of [CHC].
* Submits and directs the submission of timely and accurate reports and forms to DHHS, state, and others as required.
* Serves as a liaison and channel of communication between the Board, including its committees, management and clinical staff, and the total staff/community.
* Establishes and maintains relationships with other healthcare institutions and providers, national/state/local organizations and other community agencies, building collaborations to expand services to the underserved and uninsured. The CEO is also responsible for governmental relations, both administrative and elected.
* Manages and maintains knowledge of current requirements of federal, state and local policies and procedures, as well as those of accreditation.
* Provides leadership in shaping the annual operating plan, programs of [CHC] and the organization’s long-term strategy. Assesses progress, and suggests revisions in strategic direction.
* Directs marketing, promotion and public relations.
* Develops, prepares and oversees grant applications, fundraising and capital campaigns.
* Communicates with staff, patients, the press, the general public, civic groups and the Board to solve concerns, answer questions and/or problems and present program and information.
* Supervises, directs and completes performance evaluation for all the management team and those under the direct supervision of the CEO.
* Signs all contracts for [CHC], maintaining this as responsibility of solely CEO unless otherwise approved for specific circumstance by the Board.

**Clinical Management:**

* Implements an effective system of clinical management and control to ensure that quality healthcare service is being rendered in a cost-effective manner, ensuring that funds, personnel, equipment and supplies are utilized effectively and efficiently in carrying out [CHC] policies and plans.
* With CMO, formulates and justifies the annual healthcare plan in accordance with limitations prescribed by the Board and funding agencies.
* Directs activities of CMO, and with CMO, develops policies relating to healthcare.
* Assures proper orientation and training of CMO, assuring the timely preparation and submission of regulatory reports including, JCAHO, UDS, and others as necessary.
* Coordinates and prepares annual grant proposal to BPHC and other funding agencies.
* Assures preparation of analysis and interpretation of healthcare data to the Board.

**Operational Management:**

* With staff, implements an effective system of management and control to ensure that quality healthcare service is being rendered in a cost-effective manner, ensuring that funds, personnel, equipment and supplies are utilized effectively and efficiently in carrying out UNHS policies and plans.
* With staff, formulates and justifies the annual and long-term budget in accordance with limitations prescribed by the Board and funding agencies.
* Assures proper orientation and training of staff, assuring the timely preparation and submission of regulatory reports including, UDS, cost reports, FSR, audit, PMS, PPS, safety net reimbursement, annual report, JCAHO and others as necessary.
* With staff, regularly reviews contracts and negotiates contracts including leases, audit, MCOs, insurance, employee benefits, bank, cleaning, purchasing, capital purchases, and other major contracts.
* Reviews and approves all cash disbursements and purchase orders.

**Human Resources:**

* Oversees the management of personnel and systems, including policy development, job descriptions, recruitment, hiring, orientation, supervision, evaluation, discharge, benefits, payroll, and staff development.
* Approves all terminations and consults with attorney as needed.

**Other:**

* Attends in-service and continuing education to maintain elevated level of competency in operation of community health centers.
* Participates in Performance Improvement Program for [CHC].

**Key Selection Criteria:**

* Strong personal ethics; highest level of personal and professional integrity and one who values diversity, different cultures, and different views/opinions.
* Creates a climate where people are motivated to do their best to help the organization achieve its objectives and successfully inspiring and motivating team to action; fosters culture promoting risk-taking without sacrificing quality of services or financial stability.
* A collaborative person who is driven by the success of the team and the company; an open, friendly individual who is perceived as credible, competent, trustworthy, and team oriented, welcoming and appreciative of input from others.
* Visionary; provides organizational leadership to align business and finance strategy to support long term growth of the company.
* Ability to analyze organizational and operational challenges and develop timely and economical solutions.
* Passion for serving people; demonstrates commitment to mission, value, and goals of [CHC] including commitment to advocacy and minority communities.

**Education & Experience:**

* Graduate of an accredited university with, at minimum, a Masters in a healthcare profession, human services or related field.
* Five years’ experience providing specific knowledge, skills and abilities to successfully manage a program including operational, financial and human resource management. Management experience near the size and complexity of [CHC] and familiarity with community health centers preferred.
* Non-profit experience working effectively with a volunteer Board preferred.
* Knowledge of complex public health and complex healthcare administration concepts, principles and practices.