



Job Description

Position Description: Chief Executive Officer (CEO)	
Department: Administration	
Reports to: Board of Directors	
Hours <u>40+</u> / week <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
QUALIFICATIONS:	
<p>EDUCATION:</p> <ul style="list-style-type: none"> ▪ Bachelor's degree in Public Health, Healthcare Administration or related field required; Master's degree in Public Health, Healthcare Administration, or related field strongly preferred. <p>KNOWLEDGE/ABILITIES:</p> <ul style="list-style-type: none"> ▪ Proven leadership and supervisory experience at a minimum of 3-5 years in a healthcare administration or clinic operations; Experience in a FQHC preferred. ▪ Evidence of the ability to lead and mentor management team and providers. ▪ Understanding of physician practice management; managed care, compliance, and quality measures experience and knowledge strongly preferred. ▪ Understanding of board governance. ▪ Ability to demonstrate a professional manner and adhere to strict confidentiality of information and records in scope of responsibilities. ▪ Ability to work independently and demonstrate analytical and problem solving skills. ▪ Ability to work with multiple projects and update work priorities to meet deadlines and established schedules. ▪ Ability to demonstrate knowledge of facility policies and procedures and ensure they are followed. ▪ Ability to establish and maintain effective and cooperative working relationships. ▪ Ability to plan, organize, and direct all clinics to ensure quality patient care and financial integrity is maintained. 	
ESSENTIAL JOB DUTIES/RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ Participate with the Board of Directors, clinical providers, and management team in the development and implementation of strategic plans; ▪ Establish and attain challenging/achievable patient care, quality measures, safety, education, and community service goals while ensuring financial viability; ▪ Plan and administer a program providing service in accordance with GCH stated mission, core values, and vision and in such a manner that optimum results are achieved in relation to the resources of the agency; 	

- Provide budgeting and financial oversight, oversight of clinic policies and procedures, community relations, and compliance;
- Provide information and counsel to the Board, including financials, quality measures, clinic dashboard reports, etc. to keep the Board up-to-date on various goals and financial standing.
- Ensure accountability for demonstrated commitment to improving community health status and addressing societal issues that contribute to poor health, as well as personally working for the betterment of the community-at-large;
- Ensure the attainment of clinic objectives through the selection, development, organization, motivation, management, evaluation, and promotion of human resources and through the establishment and maintenance of facilities, equipment, supplies, and other required sources;
- Establish and maintain communications and relations with the management team, clinical providers, and other professional relationships;
- Comply with regulations governing medical clinics and the rules of accrediting bodies, and represents the clinic in legal matters;
- Ensure the clinic's products and services are produced in a cost-effective manner;
- Foster a smoothly functioning, efficient organization through anticipating problems and the timely and effective resolution of disruptions;
- Conduct all of the above consistent with established ideals, standards, and policies of the Board and the ethics of the profession of clinic administration;
- Demonstrate understanding and implementation of the organization's Mission Statement; and
- Once GCH achieves FQHC (Federally Qualified Health Center), must become familiar with laws and regulations related to FQHCs.

PHYSICAL REQUIREMENTS:

- Must be able to sit, stand, or walk for extended periods of time.

TRAVEL REQUIREMENTS:

- Must be able to travel to all clinic locations throughout Greene County.
- Other travel is minimal.

BENEFITS AND COMPENSATION:

- Salary is commensurate with experience.
- Benefit Package to include health, dental, vision insurance and 403(b) pension.

I have read and understand the responsibilities and requirements as outlined in this job description.

Employee Signature	Date
HR Signature	Date
Last Review Date:	02.21.2017