

## Wood County Health District

Position Title	Chief Executive Officer (CEO)			Service	Unclassified
Positions Supervised	Chief Operating Officer Chief Medical Officer Pharmacist In Charge Behavioral Health Manager Chief Dental Officer				
Agency Unit	Wood County Community Health Center		Reports to	Wood County Community Health Center Board of Directors & Wood County Health Commissioner	
Employment Status	Full-Time	Pay Range	Not Applicable; pay commensurate with experience	FLSA Status	Exempt

**Position Summary:** The Chief Executive Officer (CEO) of the Wood County Community Health Center (WCCHC) provides overall leadership and direction of the health center. The CEO ensures that the mission and goals of the health center are implemented through the successful and effective utilization of resources. The CEO will build organizational capacity and capabilities, foster organizational growth as appropriate, and ensure quality services and financial sustainability for the present and the future. This position is responsible for leading the center's management team in carrying out the center's strategic objectives in a competent and professional manner. As a Public Co-Applicant Federally Qualified Health Center (FQHC) structure, this position will also report to the Wood County Health Commissioner and assist to support the mission and vision of the health department.

**Essential Duties:** FQHC Management:

- Directs all operational and clinical activities within WCCHC. Selection and maintain qualified staff for WCCHC.
- Implements, monitors, and directs goals and objectives of and reports to WCCHC's Board of Directors.
- Supports WCCHC's Board of Directors and committees which includes, but not limited to board education.
- In conjunction with the Board of Directors, develops a strategic plan and ensures progress in strategic goals and plans of WCCHC.
- Works with the Finance Director and finance department to assist with preparation of the budget and other financial oversight as necessary.
- Leads the ongoing development and implementation of operational plans, budgets, and goals. Implement tactics and lead the organization to achieve its stated operational and financial goals.
- Monitors quality improvement to ensure the continuous improvement of WCCHC.
- Implements and upholds all policies of the organization and ensure that all operations are consistent with the stated mission and direction set forth by WCCHC's Board of Directors and Wood County Health Department.
- Ensures that the delivery of all health center services meet or exceed:
  - The needs and satisfaction of all patients & communities served;
  - All organizational and professional standards for best practices;
  - All operational goals and outcomes;
  - All financial goals and metrics associated with the efficient, cost-effective delivery of health care services.

- Reviews practices and policies to ensure compliance with local, state, and federal requirements in accordance with the highest professional standards and best practices.
- Represents WCCHC at local, state, and national levels. Position WCCHC in both the local and regional community as a role model for quality care and services, professional operations, and business integrity.
- Actively participates in agency leadership meetings and communicates key information to health department divisions, directors and to the Health Commissioner.
- Attends meetings of the Board of Health.
- Other duties as assigned.

#### Supervisory

- Leads the recruitment, onboarding, management, retention of Health Center staff
- Oversees Health Center employees and supports employee performance evaluations to ensure compliance with policies, procedures, and goals of the program(s);
- Engages Health Center staff in development of policies, programs, and grants;
- Ensures Health Center staff operate in good behavior and efficient service, recommending appropriate discipline, as needed;
- Approves employee leave requests;
- Monitors professional development needs of staff;
- Reviews employee work hours and ensures all staff effectively contribute to the meeting the priorities of the Division;
- Provides leadership to staff in fulfilling their responsibilities;
- Recommends salary and wage information for staff to Board of Health;
- Conducts performance evaluations of staff and reviews employee work hours;
- Approves purchases and maintains necessary equipment and supplies;

#### Miscellaneous

- Maintains confidentiality as required;
- Complies with requirements of the Health Insurance Portability and Accountability Act (HIPAA);
- Complies with Health Center's Emergency Operation Plan;
- Complies with the policies and procedures of WCCHC and Wood County Health Department, including the Motor vehicle and equipment policies;
- Complies with mandated reporting laws;
- Attends and participates in health department meetings, wellness center staff meetings, provider meetings and trainings; and participates in educational programs as assigned;
- Adheres to both federal and state civil rights and anti-discrimination laws;
- Engages in personal career growth and development activities;
- Logs and maintains necessary training records;
- Knowledge of Core Competencies;
- Regular and punctual attendance;
- Other duties as assigned.

#### **Minimum Qualifications:**

- Bachelor's degree in healthcare administration, Business Administration, or health related field from an accredited school. Master's Degree preferred.
- Employees should possess a minimum of three (3) years' experience in managing a healthcare facility and organization, experience in a FQHC is preferred.
- Knowledge of FQHCs is preferred.
- Knowledge of Public Entity, Co-Applicant FQHC model is preferred.

- Experience in leading work teams, developing organization-wide strategies for program services, engaging community partners, and partnering with a Board of Directors.
- Knowledge of public health laws, regulations and standards as defined by federal, state, and local governments.
- Valid Ohio driver's license.
- Proof of automobile insurance.
- The ability to successfully pass a background check.

**Key Competencies:** Qualified employees will demonstrate human relations skills in order to provide good customer service and work closely with other employees of the Health Center and Health Department. The CEO should have demonstrated experience with grant writing and reporting. The CEO must have the ability to maintain information in strict confidentiality. The CEO must be willing to, at times, work as a member of a team and demonstrate leadership skills in order to place the organization in a position of success.

## **Work**

### **Environment:**

The CEO position requires to:

- travel to off-site locations;
- work a general schedule of 8:30 a.m. to 4:30 p.m., although a flexible schedule may be required, including evening, weekends, holidays and/or emergency calls;
- work both in an office-setting, in home environments and outdoors;
- be potentially exposed to or come into contact with secondhand smoke, communicable diseases, blood, bodily fluids, allergens, dusts, cleaning supplies, insects and animals;
- lift, climb, bend, twist, kneel, squat, stand, push, roll and support up to 55 pounds;
- sit, stand, stoop and/or walk;
- grasp with manual dexterity;
- manipulate a keyboard and other technology;
- have the ability to operate a motor vehicle.

**Qualified candidates: please send resumes to [ajones@woodcountyohio.gov](mailto:ajones@woodcountyohio.gov)**