

Capitol City Family Health Center

CEO Position Description

The Chief Executive Officer derives authority from and is directly responsible to the Board of Directors. The major functions of this officer include the following:

- Providing the leadership and direction necessary to fulfill the mission of the organization.
- Planning, directing, coordinating, monitoring, evaluating, and controlling the day-to-day operations of the health center, within established board policies and with the exception of those policies, practices and activities that directly involve professional medical judgment.

Duties and Responsibilities

1. Serves as principle staff to the Board of Directors ensuring delivery of quality medical, dental and support services.
2. Assists with developing and implements the organization's annual as well as long range strategic health and business plans.
3. Explores opportunities to expand health care services to medically underserved populations.
4. Establishes and maintains positive external relationships that enhance the organization's reputation in the community and at various professional and administrative levels of government.
5. Forms collaborative relationships with private and public entities, state and federal agencies to promote the health center's mission.
6. Directs management and operation of the health center's programs and staff through appropriate application of board approved policies and procedures.
7. Implements systems of responsible accounting, including budget and internal control procedures to safeguard, control, and assure effective utilization of the health center's assets.
8. Evaluates ongoing center operations and the healthcare marketplace and proposes new opportunities to meet the needs of the populations being served.
9. Negotiates parameters of contracts and grants, and recommends courses of action to the board.
10. Is vigilant of public policy and develops close interagency relationships with other community health centers and health care providers.
11. Develops the annual budget.
12. In conjunction with the management team, develops, maintains, and periodically reviews and updates all policy and procedural manuals.
13. Maintains a smoothly-run operating facility.
14. Assumes responsibility for hiring, supervising, evaluating, and terminating all staff with the knowledge that some responsibilities can be delegated to management level staff.
15. Participates in community, state, and national associations.
16. Seeks additional funding sources to meet the needs of the populations being served.

**Capitol City Family Health Center
Chief Executive Officer
Qualifications, Knowledge, and Skills**

Minimum Qualifications:

A master's degree in a field relevant to health care and a minimum of seven (7) years of successful experience in executive management positions, including five (5) years in health care administration (FQHC preferred). Additional years of experience in executive health care management may be substituted for the master's degree on a year for year basis.

Knowledge, Skills & Attributes

- Knowledge of the federal and state regulations applicable to federally qualified health centers.
- Progressive responsibility in management, including personnel management, budgetary and fiscal responsibility, and program development.
- Strong public relations and networking capabilities; proven ability to establish relationships and work with collaborative partners.
- Exceptional written, oral, and presentation skills.
- Broad knowledge of organizational structures and processes.
- Demonstrated leadership ability.
- Progressive in attitude and actions.
- Sensitive to health needs of multicultural populations.
- Excellent problem solving skills