

Position Description

JOB TITLE: CEO/Executive Director

SUPERVISION RECEIVED: Reports to the Board of Directors

SUPERVISION EXERCISED: Supervises all department administrators and oversees the management of all clinic activities and staff

GENERAL SUMMARY OF DUTIES: The CEO/Executive Director is responsible for the management, direction, and coordination of all organizational operations and related activities for the purpose of attaining the goals and objectives as set forth by the Board of Directors. The CEO/Executive Director will conduct the affairs of Open Cities Health Center, Inc. within the limits of his/her authority as set forth by this job description and the policies and directives established by the Board of Directors.

ESSENTIAL FUNCTIONS:

Strategic Management

- Serves on the governing board and is responsible for developing and implementing the clinic's mission and strategic plan.
- Leads in developing, planning and implementing the clinic's business plans in accordance with the strategic plan.
- Recommends, develops, implements and updates strategic long-and short-range plans to support the clinic's philosophy and goals.
- Informs board about current trends, problems and medical activities to facilitate policy making.

Board of Director's Relationships

- Participates and coordinates the selection and training of new board members.
- Coordinates with the board to ensure medical, dental and mental health providers are appropriate and competent to provide care.
- Serves as liaison and channel of communication between the board and its committees, the medical and administrative staff.

Open Cities Health Center, Inc.
Position Description (continued)

JOB TITLE: CEO/Executive Director

Clinical Management

- Oversees and monitors medical, dental, mental health and program activities to ensure the fulfillment of the community's needs for quality health care.
- Establishes, secures approval and oversees clinic operating policies and procedures.
- Oversees efforts of medical, dental, mental health, programs and administrative staff in the recruitment, development, performance evaluation of employees.

Financial Management

- Actively supervises the business and financial affairs of the clinic and fiscal management including accounting, budgeting, internal controls and timely reporting.
- Enhances operational effectiveness, emphasizing cost containment without jeopardizing important innovation or quality of care.
- Continually monitors operations, programs, and physical properties. Initiates appropriate changes.

Human Resources Management

- Resolves any medical-administrative problems.
- Keeps lines of communication open with staff to ensure a professional, positive working environment.
- Continually focuses on developing an employment culture that embraces high quality care and employee satisfaction.
- Delegates authority and responsibility to management team members. Continually develops and improves management techniques and practices.

**Open Cities Health Center, Inc.
Position Description (continued)**

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Community Involvement

- Encourages clinic integration within the community through effective communication.
- Responsible for effective fund development, public relations and marketing programs focusing on capital development and growth.
- Represents the clinic in its relationships with other health organizations, government agencies, and third party payers.

General

- Maintains professional affiliations and enhances professional development to keep current in the latest health care trends and developments.
 - Ensures clinic compliance with all regulatory agencies governing health care delivery and the rules of accrediting bodies.
 - Maintains strictest confidentiality.
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EDUCATION:

MHA, MBA, or MS in Health administration or Business Administration or equivalent required.

EXPERIENCE:

Seven years of executive level experience including five years of experience in the administration of a major clinic required. FQHC background highly desired.

Open Cities Health Center, Inc.
Position Description (continued)

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Listed below are the essential and highly useful competencies and characteristics for this position.

Essential Competencies and Characteristics

- Demonstrated ability to develop organizational strategy, including:
 - Creating a vision
 - Developing commitment to the vision and strategy
 - Staying the course
- Demonstrated ability to execute organizational strategy, including:
 - The ability to define goals and objectives
 - The ability to define performance objectives
 - Experienced in driving strategic results
- Understanding the importance and power of diversity
- Demonstrated ability to develop and implement a successful resource development plan
- Demonstrated ability to develop relationships with key partners and constituents
- Excited by the opportunity to promote organizational growth
- Approaches work and responsibilities with integrity

Highly Useful Competencies and Characteristics

- Demonstrated effectiveness in building teams
- Highly developed intellectual skills, including:
 - The ability to analysis complex situations
 - Well-developed conceptual skills
 - Creativity in problem solving
- Strong verbal, written and presentation skills
- Understands the importance of organizational awareness
- Motivated by advancing the “public good”

I have read and reviewed the job description for the Chief Executive Officer.
I understand the duties and responsibilities of this job, and agree to perform these
functions to the best of my abilities.

Chief Executive Officer/Executive Director

Date

Chairman of the Board of Directors

Date

Open Cities Health Center (OCHC) is an affirmative action / equal opportunity employer. OCHC does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or membership on a local human rights commission.