COMMUNITY HEALTH CENTER
POSITION DESCRIPTION

PAY GRADE:
FLSA STATUS: Exempt

JOB TITLE: Chief Executive Officer (CEO)

JOB RELATIONSHIP: Hired, supervised and evaluated by the Board of Directors.

JOB SUMMARY: The CEO is responsible for the overall operations of the Community Health Center, the creation and/or application of policies, providing support to the Board of Directors, and providing liaison between the Board and the Center Staff.

DUTIES AND RESPONSIBILITIES:
A. Legal Compliance: The CEO assures compliance with all legal and policy requirements of the Department of Health and Human Services, and with other legal entities; reviews and acts upon directives and requests of DHHS and other legal entities.
B. Board of Directors: Prepares activity reports and works with the Financial Director to prepare financial reports for the monthly meetings of the Board of Directors and assists with interpretation of Federal, State and local rules and regulations.
C. Grants/Budgets/Fiscal Management:
   1. Prepares required grant applications and budgets to ensure sound financial management and an optimum efficiency of operations.
   2. Maintains diligent monitoring of all financial activity through the use of a system of responsible accounting, including budget and internal controls, and an annual independent audit.
   3. Ensures that problems and exceptions noted in the annual audit are thoroughly analyzed and that correcting solutions are implemented.
D. Personnel:
   1. Is familiar with the job descriptions of all CHC health care personnel.
   2. Determines personnel requirements and insures that properly qualified individuals occupy each position. Reviews applications, interviews and hires/fires all CHC personnel; may delegate this responsibility to supervisory staff.
   3. Reviews and gives performance evaluations, makes salary recommendations, and resolves personnel problems beyond the responsibility of supervisory staff.
E. Security: Maintains prescribed security controls to protect the Center against criminal and fraudulent acts and unnecessary risk or exposure.
F. Delegated Responsibilities: While maintaining full responsibility in all areas and monitoring as deemed necessary, delegates most day-to-day activities to Medical Director, Dental Director, Chief of Operations and Chief Financial Officer.
G. Other Activities:
   1. Participates, or is represented, in community, state and national associations and professional activities which define the delivery of health care services and aid in both short and long range planning of health services and facilities.
2. Provides a public relations program.
3. Pursues a continuing program of formal and informal education in health care, administration, and management areas to maintain, strengthen and broaden his/her concepts, philosophy, and ability as a health care administrator.

MINIMUM QUALIFICATIONS:
1. Graduation from an accredited college or university with courses in healthcare delivery and business administration.
2. Minimum two years experience in supervisory capacities with hospitals or other healthcare facilities.
3. Possess considerable initiative and judgment in formulating policies, planning and analyzing health care activities, and selecting personnel.
4. Ability to analyze operations to revise them for more efficiency.
5. Positive management style and experience in governmental grants management.
6. Ability to work effectively with other medical staff, patients and subordinates. Ability to lead others with respect.
7. Ability to meet and communicate effectively with Federal, State and local officials; also with a variety of staff.

PREFERRED QUALIFICATIONS:
1. Graduate degree in one of the following fields: Administration, Public Health or Medicine or equivalent experience.
2. Bilingual (English/Spanish)

TYPICAL PHYSICAL DEMANDS:
1. Occasional standing, walking, lifting, reaching, kneeling, bending, stooping, pushing and pulling.
2. Occasional lifting and/or moving up to 25 pounds.
3. Frequent sitting.
5. Good reading eyesight and vision for close work.
6. Ability to communicate by speaking and hearing in person or on the phone.

COMMENTS:
This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I acknowledge receipt of this job description.

____________________________________  _________________________
Employee’s Signature                  Date

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

Revised 12/00