



Heart of Ohio Family Health Centers
Job Description
Chief Executive Officer

SOC 11-1011

Summary: This position supports the Organization in the following manner:

- Responsible for the overall direction of the Organization within the guidelines set by the Board of Directors
- Plan, direct, coordinate operational activities at the highest level of management with the assistance of senior executive staff managers
- Responsible for the successful growth in operations and fiscal strength
- Responsible for accurate compliance to laws, regulations, grant requirements, and business protocol

General Philosophy: HOFHC is committed to providing access to primary health care as defined in the Federal statutes and regulations as a Federally Qualified Health Center to those individuals living in the geographic areas HOFHC serves.

Vision: Heart of Ohio Family Health Centers is committed to be the highest quality primary health care delivery organization in Central Ohio.

Reports to: Board of Directors

Exempt

Non-Exempt

Job Duties: These are considered essential to the successful performance of this position:

- Reports monthly to the Board of Directors and updates members as necessary.
- Serves as the legal agent of the Organization in negotiating and signing contracts on behalf of the Organization.
- Serves as an ex officio member without vote of the Board Directors and the Board Executive Committee.
- Strategically plans, evaluates, and implements the growth and development of the Organization's business appropriate to its Vision statement.
- Leads and is responsible for the development of the annual budget and reviews the budget prior to submission to the Board of Directors.
- Responsible for organizational adherence to the approved budget.
- Hires, fires and sets compensation levels within the Board approved budget.
- Provides leadership by coaching and mentoring the executive management staff and setting an ideal example of ethical behavior.

- Communicates to employees progress toward achieving the goals established by the Board and leads the Organization in changing processes to meet those goals.
- Develops strong networks and business partners by serving on community boards, participating in community activities, representing the Organization at outside functions, and promoting charitable work within the community.
- Functions as a liaison with associations; e.g. OACHC, NACHC.
- Stays abreast of new laws and regulations affecting the health centers' Mission.
- Continuously seeks new opportunities for business, grant funding, and patient care.
- Adheres to all of the Organization's policies and procedures, especially the hazardous, health and safety procedures.
- Maintains the highest order of ethical behavior in the conduct of prescribed duties.
- Other duties as assigned.

Job Qualifications: (Experience, Knowledge, Skills and Abilities)

- Preferably a Masters degree in business or a health care field. Minimum of a Bachelors degree in an appropriate field of study.
- Minimum of 4-5 years progressive management experience in the health field, and knowledgeable of rules and regulations concerning FQHC operations.
- Demonstrated operational management, financial analysis and decision-making.
- Capable of reading and understanding GAAP financial statements.
- Demonstrated experience in planning, researching, developing, organizing, implementing and controlling services and/or grant programs.
- Demonstrated ability to effectively and objectively assess the needs and concerns of the underserved populations.
- Familiarity with community resources agencies, benefit-service programs, local, state, and federal and other health care facilities.
- Proven ability to network with physicians, government and community officials, community organization and hospitals for purposes of collaboration and providing partnerships for community projects and/or grant opportunities.
- Ability to manage multiple projects and /or grants and meet deadlines.
- Familiar with clinical standards of care and laws governing community health centers.
- Familiar with requirement for licensing from State of Ohio, Board of Pharmacy, CDL, CLIA, JCAHO requirements as well as all requirements for federally qualified health centers.
- Ability to communicate orally and in writing in a professional manner.

- Ability to work constructively with other employees and business associates.
- Establishes and maintains an open line of communications with the physicians, other providers and staff.
- Support continuing educational opportunities for and by physicians, other providers and staff.
- Ensures compliance with local, state and federal government regulations.
- Evaluates managers.
- Monitors and evaluates provider productivity on an on-going basis.
- Works with providers to maintain productivity, quality assurance, reimbursement and cost containment.
- Monitors accounts receivable and payable.
- Evaluates, monitors and institutes marketing requirements.
- Implements facility planning and programming, identifying opportunities for improvement.

Leadership Competencies: Competencies

Management

- Capable of leading the organization in the continuous pursuit and achievement of consistently high quality of care delivered to HOFHC patients.
- Engages staff at all levels of the organization in a participatory management process.
- Clearly expresses his/her expectations of and for measurable, agreed outcomes.
- Effectively guides and evaluates on an ongoing basis senior staff reports and others as appropriate.
- Creates a functional working relationship with the Board of Directors.
- Acquires and retains where appropriate a senior leadership team.

Leadership

- Exhibits genuine respect for the dignity of staff, patients and all others with whom the CEO is involved.
- Insists on the recognition of the dignity and essential equality of the person by all staff members in interactions with others.
- Exhibits energy and conveys enthusiasm for the tasks at hand.
- Subscribes to and demonstrates the highest level of ethical integrity.

Relationships/Community

- Serves as an effective spokes person for the organization.
- Consciously commits to involvement with relevant trade associations, civic organizations, other delivery-of-care organizations and appropriate government entities and individuals.

- Develops and maintains interaction with groups representing identifiable populations using the organization's services.

Finance

- Exhibits financial report literacy.
- Guides and evaluates the creation of operating and capital budgets.
- Understands fiscal management controls.
- Strength to assure conformance with approved budgets.

Visioning

- Understands the imperative of positioning the organization for the anticipated market as it will exist in months/years into the future.
- Identifies/generates new ways of extending the mission of the organization to existing and/or prospective patients.

Medical

- Possesses a basic understanding of the process and basis of primary medical care delivery.
- Has an overall understanding of the US medical education system, the skill levels of those trained in the system, and the credentialing attendant to completion of various stages of education and training.
- Comprehends the components and general relationships within the US medical delivery system.
- Committed to the consistent delivery of high quality of care.

Compliance

- Knowledgeable of the rules and regulations governing business in general, the delivery of medical care services and of FQHC's in particular.
- Knowledge of personal and patient safety requirements in the health care environment particularly as it applies to primary care in the FQHC setting.
- Knowledge of the general rules as expressed in the OSHA regulations.
- Understands the requirements of HIPAA.
- Strength to insure compliance with the above requirements.

Non-Discrimination Policy

Heart of Ohio Family Health Centers provides job opportunities, salaries, training, benefits and other conditions of employment without discrimination based on race, color, age, national origin, religion, disabilities, pregnancy, genetics, sexual orientation, veteran or current military status.