

# Cascade County

## Job Vacancy Announcement

<b>Position: Chief Executive Officer</b>	<b>Closing Date: December 13, 2012</b>
<b>County Department: Community Health Care Center (CHCC)</b>	<b>Dept. Admin.: County Commissioner's</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$56,000 to \$65,000</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### DESCRIPTION POSITION

Under the general direction of the Clinic Board of Directors and County Commissioners, the CEO oversees and directs all aspects of Community Health Care Center, Inc. Plans, develops, and directs administration of programs which include primary healthcare, dental, and behavioral health components to ensure CHCC goals and objectives are met. Provides strong leadership to entire organization to ensure departments work collaboratively together as a team to reach organizational goals. Responsible for functions which include, but are not limited to, strategic planning, community needs analysis, client advocacy, public relations, grant writing, policy and procedure development and implementation, recruitment, training and development of staff and Clinic board, budget development and monitoring. Within the parameters of the strategic plan, plans for the maintenance and continuous improvement of existing programs and development of new/expanded programs to ensure maximum access to clinic services for the underserved population. Coordinates development of these plans with the Board of Directors, staff, and the community. Must be able to travel to local, in-state and out-of-state meetings. This position establishes vision and provides leadership in working with elected officials, community partners, health professionals and a broad spectrum of the public. The Chief Executive Officer performs complex executive leadership and management duties which require diplomacy and tact. Hires, coaches, mentors, and evaluates a variety of professionals who perform specialized and/or complex duties in public health and primary care field. Must be knowledgeable of current leadership and management research and philosophy and primary care best practices. Implements the strategic plan for operations; maintains efficient use of personnel from diverse backgrounds to meet the objectives of the Community Health Care Center, Inc.; ensures adherence to the co-applicant agreement between the Clinic Board of Directors and the Board of County Commissioners; participates in community organizational activities to increase the efficiency and effectiveness of Community Health Center's activities; conducts public relations activities on behalf of the Community Health Care Center, Inc.; organizes the functions of the Community Health Center through appropriate departmentalization and delegation of duties; regularly schedules interdepartmental and departmental meetings to maintain liaison among departments and/or staff; participate, and/or be represented, in community, state and national associations and professional activities which define the delivery of services and aid in achieving the long and short term objectives of the Community Health Care Center, Inc.; responsible for the development, implementation, monitoring and evaluation of the Community Health Care Center's financial plan and operating budget; responsible for the management and utilization of the physical and financial resources of the Community Health Care Center; works closely with the Cascade County Fiscal Officer to ensure Cascade County Fiscal Policy is being implemented and that an appropriate financial accounting system, which includes the operating budget and internal controls, is in place; responsible for the preparation of budget requests and financial reports for review and approval by the Board of Directors and other funding sources; actively pursues new funding sources to meet the goals and objectives of the Community Health Center; in collaboration with Cascade County Human Resources develop qualifications statements for credentialing, job descriptions, and evaluation standards for all employee positions; works with Cascade County Human Resources to recruit and hire qualified individuals to fill approved staff positions; develops and directs the volunteer program; works with the Cascade County Human Resources to follow the progressive disciplinary process which may require termination of the employment of individuals; implements the policies of the Board of Directors as outlined in the policy manual; directs information collection and retrieval system capable of both ongoing standard data collection and special studies; reviews medical record data and prepares reports to meet agency and other funding source requirements; initiates and reviews patient satisfaction surveys; initiates investigations and responds to all patient grievances; provides administrative and logistic support for the Board of Directors regarding the activities of the Community Health Care Center; responsible for the day-to-day operation for the Community Health Center; schedules and presides at regular meetings of the administrative, clinical, supervisory and management staff; performs other duties as assigned by the Board of Directors or authorized controlling agencies; develops, implements and monitors the operation of accountability programs for all Community Health Center activities; utilizes data and reports to formulate and implement changes in operations to respond to the health care needs of the community; knowledgeable in grant writing with thorough researching, developing, and monitoring skills.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Health care leadership and management principles; primary care management; health care and governmental public health financing, state and local government rules, regulations and statutes; human resource management; legislation affecting public health and primary care; medical and professional nurse practice acts; must have thorough knowledge of Federally Qualified Health Center policies, operations; public entity governance structure and management, health information technology; HIPPA/HITECH and risk compliance; safety and security procedures.

**Skills in:** Community engagement; policy development; staff development and mentoring; decision making; oral and written communication; public relations; group presentations; developing and implementing cost saving measures; conflict resolution.

**Ability to:** Provide leadership; establish sound management practices, coach and mentor staff, establish effective community partnerships, increase the visibility of the Community Health Care Center, Inc.; work independently; ensure confidentiality of protected information by all staff and all domains (e.g., electronic, paper, verbal); establish effective working relationships with staff, elected officials, department heads, health professionals, and the public; present numerical data effectively; manage difficult or emotional situations; show respect and sensitivity for cultural differences; gather and analyze information; speak clearly and persuasively in positive or negative situations; follow instructions; react well under pressure; pay attention to detail and accuracy; deal with frequent change, delays, or unexpected events; write clearly and informatively; read and interpret information.

### EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree in public health, business, health administration, management, nursing, or closely related field **and** three (3) years' experience managing a health agency, including two (2) years of supervisory experience **OR** a Bachelor's Degree in public health, business, health administration, management, nursing, or closely related field **and** five (5) years' experience managing a health agency, including two (2) years of supervisory experience. Master's degree preferred, but not required.

*The successful applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.*

**Notice to Applicants:** applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**