

Chief Executive Officer

Desert Senita Community Healthcare is seeking a Chief Executive Officer to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

PURPOSE

Under the direction of the Board of Directors, the Chief Executive Officer is responsible for comprehensive health center leadership. They regularly report, advise, and make recommendations to the Board of Directors regarding center status and policy related to primary functional areas. They provide strategic leadership for the company by working with the Board of Directors and the executive management team to establish long-range goals, strategies, plans, and policies. They represent the Board, staff, and community with all elected/appointed officials and governing bodies, funding sources/donors, community groups/individuals and the press.

EXPECTATIONS

The Chief Executive Officer is responsible for assuring every Desert Senita Leader will strive to maximize the performance and contribution of each team member every day. Leaders will set clear performance expectations, provide on-going feedback and coaching to improve results and outcomes. Leaders are also expected to work in a manner that demonstrates a commitment to quality, patient safety, employee engagement, innovation, and model for all other employees the highest standards of personal integrity, effective communication, competence, and customer service.

ESSENTIAL FUNCTIONS

- Assumes leadership role for health center strategic planning.
- Manages all health center public relations and marketing functions.
- Formulates and implements policy related to all health center administrative, financial, clinical, and quality management.
- Oversees health center administrative/managerial activities including resource allocation and all reporting.
- Is responsible for securing/maintaining all health center funding to include solicitation of funds and proposal preparation for health center program and service priorities.
- Administers the health center's contract management to include negotiations and execution of all health center contracts, subcontracts, grants, and memoranda of agreement.
- Serves as liaison with legal counsel, external auditor, insurance agents and ensures regulatory compliance with rules and regulations governing the health center.
- Collaborates with the Chief Operations Officer, Chief Medical Officer, and Finance Manager to enhance processes that contribute to the efficiency of the clinic.

- Directs the human resource management function to include recruitment, periodic performance review, and retention issues.
- Represents ACHC by participating in appropriate state/local/national healthcare organizations.
- Orchestrates monthly Board meetings and committees.
- Is responsible for coordination of board training and development activities.
- Promotes excellence in customer service.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

- Master's Degree in business or health-related field or equivalent experience
- Ten years (minimum) experience in roles of similar complexity and organizational responsibility, preferably in federally qualified health care setting
- Ability to work effectively with a wide variety of vendor, regulatory, and administrative staff within the organization and in the community
- Strong health care financial control experience
- Experience writing and administering grants
- Excellent interpersonal, organizational, problem solving, and written/verbal communication skills
- Ability to perform a variety of assignments requiring considerable exercise of independent judgment
- Experience with and ability to multitask and thrive under pressure; Must be flexible, energetic, and a self-starter
- Delegate authority and responsibility as appropriate
- Participates in professional development activities to keep current with trends and practices in health care administration (conferences, journals, etc.)
- Participates in the evolutions and refinement of the quality improvement process at the center

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Air-conditioned office
- Considerable work on desktop computer
- Frequent travel

As a condition of employment, DSCHC employees are required to qualify for an Arizona Level One Fingerprint Clearance Card

To apply, complete and submit our online application and upload your cover letter and resume:
www.desertsenita.org/join-our-team

For questions, please contact HR at HR@desertsenita.org.

This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall not be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

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COMMUNITY HEALTH CENTER
Quality, Local, Affordable Health Care for All

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. Ajo Community Health Center, d.b.a. Desert Senita Community Health Center reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.