



Greater Valley Health Center, Inc. (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

POSITION TITLE: Chief Executive Officer
REPORT TO: GVHC Board of Directors
STATUS: Exempt
HOME SITE: Main Clinic

JOB SUMMARY: The Greater Valley Health Center is a federally qualified health center organized as a private, non-profit corporation overseen by a volunteer Board of Directors. The Chief Executive Officer is hired by the GVHC Board of Directors and as such is an ex officio member of the Board and directly reports to the GVHC Board of Directors.

The Chief Financial Officer is responsible for the advancement and management of Greater Valley Health Center (GVHC) through implementation of program policies established by Greater Valley Health Center Board of Directors. The Chief Executive Officer provides leadership in achieving GVHC's mission and strategic direction.

The Chief Executive Officer leads and supervises staff directly or through subordinate supervisors and ensures clinical excellence by meeting community, state and national benchmarks in medical, dental, behavioral health, substance use disorders, pharmacy and care coordinated functions.

ESSENTIAL JOB FUNCTIONS:

- Responsible for: overall management of the Greater Valley Health Center per the goals and objectives of the strategic plan and mission statement, meeting HRSA guidelines, meeting and upholding numerous grant requirements, fiduciary responsibility, statutory and corporate compliance, risk management and quality objectives.
- Adhere to the roles and responsibilities established in the Co-Applicant Agreement of the parties. (A copy of the Co-Applicant agreement is available upon request.)
- Develop and implement programs related to the GVHC mission and an effective system of operational and clinical control:
 - Oversee a system of needs assessment that includes: reviewing existing services, the changing needs of the community, researching new and innovative programs, making recommendations to enhance existing services and service areas, and an analysis of the financial impact of the implementation of these recommendations.
 - Report to and work closely with the Board of Directors and provide leadership in a Strategic Planning process of reviewing the GVHC vision, strategic direction, and goals and evaluate opportunities for the organization's future.
 - Lead executive management in the development and successful implementation of the strategic plan for achieving the Board's vision and goals
 - Lead efforts to identify, and where appropriate implement, new techniques and best practices used in the health center industry and in other organizations to improve performance.
 - Monitor the environment in which the organization operates, synthesizing the impacts of economic, political, community and other outside influences and ensuring these are effectively communicated to the Board and throughout the organization.

- Ensure the development, monitoring, and successful achievement of annual financial goals – including long-term planning for capital needs, business and information management systems, and anticipated growth - are reflected in an annual budget approved by the Board of Directors and actively pursue alternative funding sources for the clinic, to include state and federal grants, and any other financing available to Health Centers.
- Responsible for preparing and implementing agreements, grants (especially the numerous grant requirements) and written communications in accordance with the GVHC Board of Directors and Health Center policies.
- Ensure implementation of policies, procedures, and programs that meet program requirements.
- Coordinate and oversee risk management and quality improvement/quality assurance objectives in accordance with current standards, state and federal laws, rules, regulations. Responsible for the management and processing of FTCA claims related activities and serves as the FTCA claims point of contact.
- Implement an effective system of operational and clinical control.
- Supervise staff through effective management, delegation of duties, enforcement of personnel policies, enforcement of employment agreements, and efficient use of all resources in accordance with current standards, state and federal laws, rules, regulations.
- Cultivate effective relationships and collaborations with other local healthcare institutions and providers, community business leaders, public officials, state, and local agencies.
- Ensure that equipment and administrative and clinical space are properly maintained.

NON-ESSENTIAL JOB FUNCTIONS:

Incumbents may be requested to perform functions relevant to the position but not listed above.

JOB QUALIFICATIONS:

Education:

Minimum: Baccalaureate Degree (Masters preferred), preferably in health-related field.

Experience:

- Minimum: Two years executive leadership experience – preferably in supervisory capacities with hospitals or other healthcare facilities.
- Familiarity with community health centers.
- Experience working with limited resource populations
- Experience in financial practice and management.
- Progressively responsible executive experience in an area relevant to the Health Center's operations and mission.
- Experience in healthcare administration, business administration, public administration, or a related area.
- Experience in personnel supervision and management.
- Five years' experience providing specific knowledge, skills, and abilities to help successfully manage a program including operational, financial and human resource management.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge:

- High level of expertise in all facets of the community health center system, including laws and regulations, standards and protocols, organization and management techniques and other industry knowledge and skills.

- Solid understanding of business, budgets, financial statements, and impacts of financial decisions.
- Knowledge of complex public health and complex healthcare administration concepts, principles and practices and an understanding of the interaction between the GVHC Director, the Flathead County Health Officer, the Flathead County Human Resource Department, and the employee collective bargaining agreement in disciplinary matters.
- Knowledge of the practices of medicine, dentistry, and mental health sufficient to understand their roles within the organization and the general health care industry at large, to communicate effectively with practitioners.
- Advanced reading, writing, verbal and written communications skills, knowledge of mathematics and science and other general knowledge typically acquired through completion of a Bachelor's Degree program.

Skills and Abilities

- Ability to apply administrative and management principles in the supervision of a diverse healthcare personnel and to lead and treat others with respect.
- Proven effectiveness in leading a senior team and working with a board of directors.
- Have proven leadership skills, including ability to problem solve, effectively influence, motivate, and manage professional and provider staff, and resolve conflict.
- Able to adapt to change and ability to lead/guide others through change.
- Have strong communication skills, including verbal, written, listening, and presenting and communicates in a clear, fact-based manner and ability to meet and communicate effectively with a variety of staff.
- Ability to speak effectively in public situations, including media and public environments, with community leaders, and other local elected officials and leaders
- Possess considerable initiative and judgment in formulating policies, planning and analyzing health care activities, and selecting personnel.
- Ability to work under pressure and meet deadlines.
- Have technically proficient computer skills including the ability to utilize electronic medical recording – specifically eClinicalWorks, prepare correspondence and reports in Microsoft Word, and summarize and report data in Excel spreadsheets.
- Ability to work with and relate to professional and business leaders, elected officials and government leaders and be able to advocate for health center need and interests.
- Ability to gather, analyze, and use data and be creative and proactive in planning, implementing, evaluating, and adapting services in response to community need(s).
- Ability to solve problems, be innovative, exercise independent judgment and discretion, apply laws and rules or regulations to specific situations.

Characteristics

- Has strong personal ethics; maintains a high level of personal and professional integrity, and values diversity, different cultures, and different views/opinions.
- Creates a climate where staff is motivated to deliver superior performance and helping the organization achieve its objectives and act in the best interests of clients
- Is visionary in providing organizational leadership to align business and finance strategy to support long-term growth of GVHC.
- Is passionate for serving people and demonstrating commitment to the mission, value, and goals of the GVHC.
- Demonstrates a high level of leadership and dedication.

LANGUAGE SKILLS:

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

PHYSICAL REQUIREMENTS:

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer.
- Frequently is required to reach with hands and arms.
- Must occasionally lift and/or move up to 30 pounds while transporting equipment and supplies.
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

WORKING CONDITIONS:

- Work indoors in climate-controlled environment 95% of the time.
- Position may require short distance travel between GVHC sites using own vehicle.

WORK HOURS:

- Full-time, exempt. Typically, a 40-hour workweek. Some evenings and weekend hours as needed