



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Executive Director - Flathead Community Health Center DATE OPENED: June 18, 2018

DEPARTMENT: Flathead Community Health Center/Health Department CLOSING DATE: July 18, 2018

If you have any questions about this position vacancy, call: (406) 751 - 8155.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ _____ per _____

SALARY AT:

TEMPORARY

____ YEAR STEP: \$ _____ per _____

____ YEAR STEP: \$ _____ per _____

____ YEAR STEP: \$ _____ per _____

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

\$90,650 +, DEPENDING ON EXPERIENCE AND QUALIFICATIONS

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Department Overview:

Job Title:	Executive Director	Job Code:	13800
Department:	Flathead Community Health Center	Pay Grade:	Contract
Reports to:	FCHC Board of Directors	FLSA Status:	Non-Exempt <input checked="" type="checkbox"/> Exempt

The Flathead City-County Health Department is a public health agency providing certain statutorily mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter.

The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention, and public health preparedness.

The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

Job Summary:

The Flathead Community Health Center is a Public Entity with an established co-applicant relationship with Flathead City-County Health Department. FCHC operates as a discrete entity clearly defined in the Co-Applicant Agreement. The Executive Director is hired by the FCHC Board of Directors and as such is an ex officio member of the Board and directly reports to the FCHC Board of Directors.

The Executive Director is responsible for the advancement and management of Flathead Community Health Center (FCHC) through implementation of program policies established by Flathead Community Health Center Board of Directors. The Executive Director provides leadership in achieving FCHC's mission and strategic direction.

The Executive Director 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.

By mutual agreement between the parties mentioned above, the Flathead Community Health Center operates other programs of the Health Department/Board of Health and, as such, coordination by and between the Executive Director and the Health Officer is necessary.

Essential Functions (Major Duties or Responsibilities):

These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- 1) Responsible for: overall management of the Flathead Community 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.
- 2) 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.)
- 3) Develop and implement programs related to the FCHC mission and an effective system of operational and clinical control:
 - a. Oversee a system of needs assessment that includes: reviewing existing services, the changing needs of the community, researching new and innovate programs, making recommendations to enhance existing services and service areas, and an analysis of the financial impact of the implementation of these recommendations.
 - b. Report to and work closely with the Board of Directors and provide leadership in a Strategic Planning process of reviewing the FCHC vision, strategic direction, and goals and evaluate opportunities for the organization's future.
 - c. Lead executive management in the development and successful implementation of the strategic plan for achieving the Board's vision and goals
 - d. 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.
 - e. 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.
- 4) Ensure the development, monitoring, and successful achievement of annual financial goals – including the 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 pursuing alternative funding sources for the clinic, to include state and federal grants, and any other financing available to Health Clinics.
- 5) Responsible for preparing and implementing agreements, grants (especially the numerous grant requirements) and written communications in accordance with the FCHC Board of Directors, Health Department and County Policy.
- 6) Ensure implementation of policies, procedures, and programs that meet program requirements.

- 7) Coordinate and oversee risk management and quality improvement/quality assurance objectives in accordance with current standards, state and federal laws, rules, regulations.
- 8) Implement an effective system of operational and clinical control.
- 9) Supervise staff through effective management, delegation of duties, enforcement of personnel policies, enforcement of employment and collective bargaining agreements, and efficient use of all resources in accordance with current standards, state and federal laws, rules, regulations.
- 10) Cultivate effective relationships and collaborations with other local healthcare institutions and providers, community business leaders, public officials, state, and local agencies.
- 11) Ensure that equipment and administrative and clinical space are properly maintained.

Non-Essential Functions:

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

Physical Demands and Working Conditions:

Work is performed in an office and clinic environment and requires typical range of motion and physical agility associated with the operation of office and medical equipment. During the course of work an incumbent in this position may be exposed to body fluids and may be required to use personal protective equipment. This position is subject to non-DOT drug and alcohol testing and requires the incumbent to receive complete immunization for vaccine-preventable diseases. Responsibilities may require travel both within and outside the county. Therefore, a valid driver's license is required. Position may require working occasional evenings and weekends.

Supervision Exercised: This position supervises staff assigned to Flathead Community Health Center either directly or through subordinate supervisors.

Knowledge, Skills, and Abilities:

Knowledge:

1. 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.
2. Solid understanding of business, budgets, financial statements, and impacts of financial decisions.
3. Knowledge of complex public health and complex healthcare administration concepts, principles and practices and an understanding of the interaction between the FCHC Director, the Flathead County Health Officer, the Flathead County Human Resource Department and the employee collective bargaining agreement in disciplinary matters.
4. 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.
5. 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

1. Ability to apply administrative and management principles in the supervision of a diverse healthcare personnel and to lead and treat others with respect.
2. Proven effectiveness in leading a senior team and working with a board of directors.
3. Have proven leadership skills, including ability to problem solve, effectively influence, motivate, and manage professional and provider staff, and resolve conflict.
4. Able to adapt to change and ability to lead/guide others through change.
5. 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.
6. Ability to speak effectively in public situations, including media and public environments, with community leaders, and other local elected officials and leaders
7. Possess considerable initiative and judgment in formulating policies, planning and analyzing health care activities, and selecting personnel.
8. Ability to work under pressure and meet deadlines.
9. Have technically proficient computer skills including the ability to utilize electronic medical recording – specifically eClinicsWorks, prepare correspondence and reports in Microsoft Word, and summarize and report data in Excel spreadsheets.
10. 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.
11. 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).
12. Ability to solve problems, be innovative, exercise independent judgment and discretion, apply laws and rules or regulations to specific situations.

Characteristics

1. Has strong personal ethics; maintains a high level of personal and professional integrity, and values diversity, different cultures, and different views/opinions.
2. 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
3. Is visionary in providing organizational leadership to align business and finance strategy to support long-term growth of FCHC.
4. Is passionate for serving people and demonstrating commitment to the mission, value, and goals of the FCHC.
5. Demonstrates a high level of leadership and dedication.

Education and Experience:

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.

Action	Date	Reference
Adopted	06/11/08	Commissioners' Minutes
Revised	1/08/13	Commissioners' Minutes
Revised	6/12/18	Commissioners' Minutes