

Job Description

Covered Bridge Healthcare of St. Joseph County

Position Title: Chief Executive Officer

Reports to: Health Center Board of Directors

Status: Salary Exempt

About Covered Bridge Healthcare:

Covered Bridge Healthcare of St. Joseph County is a Federally Qualified Health Center (FQHC) serving over 3300 patients across St. Joseph County. Our county homes a population of roughly 62,000 residents. Along with beautiful lake sceneries and farming land, our rural community also homes the Langley Covered Bridge which is the longest of Michigan's few remaining covered bridges and in the nation. We strive in being a FQHC that specializes in providing access to high quality, cost-effective healthcare for everyone that enters our doors. While delivering compassionate, integrated primary, mental health, and substance abuse care we also offer a pharmacy on site for patients' convenience.

Covered Bridge Healthcare is in search of a leader who is willing to not only lead by example, but willing to lead our staff into the future to better serve those in our surrounding communities.

Position Summary:

Under the general direction of Covered Bridge Health Care Board of Directors, the CEO will be responsible for the overall leadership and management of the organization including strategic leadership, medical and operational leadership, staff management, financial management, and advocacy and community engagement. The CEO will manage and direct the organization toward its primary objectives by performing the following duties personally or through subordinate managers.

Responsibilities:

- a. Serve as the direct representative of the Health Center Board in the management of the Health Center.
- b. Serve as the Project Director/Grant Manager for Health Resources and Service Administration (HRSA) and all other grants received for the health center.
- c. Implement all policies established by the Health Center Board for the operations of the Health Center.
- d. Submit regularly to the Board, or its authorized committees, periodic reports relating to the services and financial activities of the Health Center, and to prepare and submit such special reports as may be required by the Board.

- e. Plans, coordinates, and controls the daily operation of the organization through the organization's managers by translating the mission, goals, strategies, and programs of the Center into specific and meaningful work assignments. Upon authorization of the Board, submits applications for grants.
- f. Assist Board of Directors in establishing current and long-range goals, objectives, plans and policies. Interpret and assure compliance with board directed policy. Attend and present progress reports at all regular meetings and serves as an ex-official member of all committees.
- g. Ensure implementation of major plans, standards and procedures in all departments consistent with established policies.
- h. Confer with executive team to ensure that operations are being executed in accordance to organization policies. Monitor adequacy and soundness of the organization's financial structure.
- i. Serve as liaison officer and channel for communications regarding all official documents between the Health Center Board and any of its committees, the staff, and other committees.
- j. Attend all meetings of the Health Center Board, unless excused, and to attend meetings of the committees of the Health Center Board if so requested by the committee or the Health Center Board.
- k. Perform any other duties as may be assigned from time to time by the Board of Directors.
- l. Direct all activity pertaining to mergers, joint ventures, the acquisition of businesses, or the sale of major assets.
- m. Manage, plan, organize, direct, coordinate, and operates of the Health Center.
- n. Ensure compliance with Health Center's contractual obligations.
- o. Ensure compliance with federal, state and local laws and regulations, including, but not limited to Medicare, Medicaid, Fraud and Abuse, HIPAA, and Stark legislation.
- p. Responsible for the selection, hiring, supervision, discipline, and discharge of employees of the Health Center.
- q. In conjunction with the Health Center Accountant/Controller, supervise all business affairs, including, but not limited to, the records of financial transactions, collection of accounts, purchase and issuance of supplies, and ensure that all funds are collected and expended to the best advantage of the Health Center.

Job Requirements:

- a. Bachelor's degree in Health-Related Field or Business Administration (Masters preferred).
- b. Minimum of five (5) years of progressively responsible administration experience in health care or human service-related organizations.
- c. The applicant must possess a thorough knowledge of the theories and practices of organizational management, preferably in a health care and/or not-for-profit environment.
- d. He/she must be able to communicate effectively orally and in writing as well as demonstrated positive customer service skills.
- e. Previous Federally Qualified Health Center experience helpful.

Benefits:

- a. Medical Insurance
- b. Dental Insurance
- c. Vision Insurance
- d. Health Savings Account
- e. Life Insurance
- f. Paid Time Off
- g. LTD/STD Insurance

Pay:

From \$110,000.00 per year – Negotiable with experience.