

Caring Hands Healthcare Centers, Inc., is a Federally Qualified Health Center that seeks to excel in providing compassionate quality healthcare with a spirit of excellence that is culturally appropriate and accessible to all families and individuals in Pittsburg County and surrounding areas.

Our company is seeking to fill the position of Chief Executive Officer, who is responsible for operating within the overall strategic direction set forth by the Board of Directors by developing effective business strategies to guide others toward the accomplishment of identified objectives and goals.

The CEO will:

- Lead the operation, development and growth of CHHC in accordance with the mission, vision and values defined by the Board of Directors.
- Be responsible for oversight and implementation of CHHC policies and compliance with federal and state laws and requirements for the operation of a Federally Qualified Health Center.
- Represent CHHC at local, state and national levels through local organizations, and state and national trade associations.
- Work collaboratively with the Chief Medical Officer in all regards, particularly in development of community partnerships and leading the recruitment and retention of qualified medical providers.
- Work with Financial Officer on financial activities, manage employee pay and benefits programs, provide liaison information between Financial Officer and Board of Directors.
- Work collaboratively with the Chief Operations Officer to insure quality measures and process improvement.
- Responsible for staff recruitment, retention and training and will supervise CHHC personnel.
- Troubleshoot and solve problems as they arise in the administration and activities of CHHC.
- Provide direct supervision via routinely scheduled meeting with management team and collaborate and consult on grant writing activities.
- Be primary contact person for contractual obligations and ensure contract compliance.
- Perform and coordinate quality assurance/process improvement activities for CHHC.

Qualifications:

- Master's Degree in Public Health Administration, Business Administration or Human Resources or Bachelor's Degree with three (3) years of experience in nonprofit or public health care agencies in an administrative capacity.
- Strong interpersonal, written and verbal communications skills required.
- Well organized, efficient, task oriented and able to multi-task efficiently and effectively with strong time management skills.
- Experience in FQHC environment preferred but not required.

Salary negotiable based upon experience

Submit resume via email to: cindy.ledford@oscn.net

Deadline for receipt of resume is September 30, 2020