

RAPHAEL HEALTH CENTER Job Description

Title: Chief Executive Officer	Reports To: Board of Directors
Salary Range:	Status: Exempt Full-Time
Work Location: Raphael Health Center	Date Reviewed: 4/03/08; 08/2014; 05/2015

Required Education, Certification, Experience and Skill:

- Masters Degree in Public Health Administration, Business Administration or related field of study. Equivalent level of work and education experience may substitute for advanced degree. Prefer a minimum of 2 years experience with federally qualified health care programs, standards and progress.
- Five (5) to seven (7) years progressive health care experience with at least three (3) years in senior-level management that included program development and supervision.
- Professional knowledge of primary health care and health care delivery systems along with quality management measures.
- Experience in application of federal and state medical and healthcare related law.
- Strong written and verbal skills in working with national
- Knowledge of healthcare reimbursement mechanisms and the Affordable Care Act

Scope of Tasks & Responsibilities:

- Commitment to Raphael Health Center Mission
- Primary contact with Board of Directors
- Member of the Executive Committee
- Application of the goals, objectives, policies and procedures defined by the RHC Board of Directors as the basis for all management actions
- Supervise the direction of strategic plan preparation, program objectives, grant requests, staff training programs, and administrative policies
- Act as a conduit between the Board of Directors and RHC staff members
- Manage the facility
- Assure organizational compliance with all applicable federal, state, and local laws, regulations, policies, and conditions of grant awards
- Chair of Senior Management Team
- Direct knowledge and involvement with the Information technology systems at the center
- Organizes and directs the strategic plans for fiscal development and financial sustainability
- Provide direction, input and final authorization for:
 - Health Center budget
 - Policies and procedures
 - Perform annual job performance evaluation for supervisors and team leaders
 - Annual performance evaluations for all staff members
 - Accounting systems to ensure they are properly closed and remain current
 - Educational information for the Board (reports, budgets, program plans, surveys, changes, trends)

Involved with:

- quality assurance and performance improvement
- the Indiana Primary Health Care Association
- the monthly Board Finance Committee meetings

Supervision:

- Direct supervision of the Compliance and Grants Administrator; Office Manager; Chief Financial Officer; Human Resources Director, Director of IT and Quality Systems and Medical Director.

Requirements:

The physical, mental and environmental conditions for Scope of Work Responsibilities are specified by the use of F for frequently, O for occasionally, and N for not at all.

PHYSICAL	MENTAL	ENVIRONMENTAL
On the job the employee must: (F) Bend (F) Sit (F) Squat (F) Stand (O) Crawl (F) Walk (O) Climb (O) Push/Pull (O) Kneel (O) Handle objects/manual dexterity (F) Reach above shoulders (F) Fine finger movement () Other Must carry/lift loads of: (F) Light, up to 25 lbs (O) Moderate, 25 – 50 lbs () Heavy, over 50 lbs	On the job the employee must be able to: (F) Read and comprehend (F) Write (F) Perform calculations (F) Communicate orally (F) Reason and analyze () Other	On the job the employee: (N) Is exposed to blood body fluids and infectious waste (N) Is exposed to excessive noise (N) Is around heavy machinery (N) Is exposed to marked changes in temperature and/or humidity (N) Is exposed to dust, fumes, gases, radiation, microwave (circle) (N) Drives motorized equipment (N) Works in confined quarters () Other

Employee Signature/Date