

LONG VALLEY HEALTH CENTER - JOB DESCRIPTION

JOB TITLE: Executive Director

SUPERVISOR: LVHC Board President

RESPONSIBLE TO: LVHC Governing Board

GOAL: To ensure the Operational and Fiscal stability of the Health Center while providing high quality and accessible primary health care to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implements Center policy as set by Board; serves as ex-officio member of Board.
2. Plans and implements the systematic and coordinated delivery of comprehensive health care service.
3. Encourages and develops innovative approaches within LVHC to provide effective and efficient services.
4. Develops an ongoing quality assurance program.
5. Oversees long-range fiscal planning, including resource allocation, priority setting, fee schedules, accountability; develops annual budget.
6. Develops and maintains a table of organization reflecting actual lines of communication and accountability.
7. Promulgates personnel policies and procedures.
8. Recruits and selects qualified staff; disciplines and dismisses staff.
9. Negotiates and executes (where appropriate) all contracts for the Center, including labor agreements, agreement with other health care facilities, lease agreements, etc.
10. Prepares reports required by Federal, State and Local authorities; secures and maintains necessary licenses; obtains required insurance policies; complies with all Federal, State and Local laws and regulations.
11. Represents the Center within the community; to public officials, on appropriate health committees, community agencies, etc.
12. Other job-related duties as assigned.

QUALIFICATION REQUIREMENTS:

1. Must have at least a Bachelor's Degree (in Health Care Administration, Business Administration, Public Administration, or related field) and must have at least 5 years of experience in progressively more responsible managerial positions in the health field :
OR, a Masters Degree (in Health Care Administration, Business Administration, Public Administration, or related field) and at least 2 years of Administrative/ Management experience in the health field.
2. Ability to communicate effectively and clearly (both written and oral communication)
3. Must be able to interact effectively with other employees in all levels of the organization as well as with the general public.
4. Ability to manage multiple projects to conclusion.

LONG VALLEY HEALTH CENTER - JOB DESCRIPTION

JOB TITLE: Executive Director

Page 2

PHYSICAL REQUIREMENTS:

1. Must be able to hear staff on the phone and those who are served in person, and speak clearly in order to communicate information to clients and staff.
2. Must have vision which is adequate to read written materials, computer screens, registration forms and other clinic documents.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually below average.

REVISIONS: This job description may be updated or revised by the Board of Directors.

Employee Signature

Date

[8/5/04;sw]