



## JOB POSTING

**POSTING DATE:** May 10, 2022

**POSITION:** Health Center Director  
Pay Range: \$23.00-\$33.03 per hour

**STATUS:** One Full Time Exempt Unclassified Position (40 hours per week)

### POSITION OBJECTIVE:

This position oversees the Health Center of Huron County participating as a member of the key upper-level management staff. These functions include budgeting, supervisory functions, staffing, training, and orientating new employees. Evaluates performance as it pertains to the grant, initiates disciplinary actions by discussing the issues with the Medical Director and Health Commissioner and responds to patient's grievances as they relate to the practices in the Health Center. Plans and directs programs according to state, federal and local guidelines.

### RESPONSIBILITIES INCLUDE:

1. Establishes standards for practice management and patient satisfaction/experience and maintains the organizations policies and procedures consistent with, HRSA and relevant guidelines.
2. Collaborates with the Medical Director to ensure compliance of medical services and quality improvement activities including Continuous Quality Improvement (CQI), patient grievances and programmatic activities in order achieve a high quality of care, cost containment, on-going staff training and compliance.
3. Ensures that resources are used efficiently, and that provider staffing maximizes their contribution to meeting patient, clinic, and fiscal goals of the organization.
4. Is a member of the health center leadership and participates in determining the strategic direction of the health center, including but not limited to health services.
5. Serves as a staff member to the Board's Continuous Quality Improvement Committee
6. Leads department staff in multiple site-based and community-based facilities delivering primary care and behavioral health services in an integrated model.



7. Develop, deploy, evaluate, and maintain policies and procedures that support the execution of the mission and improves the patient and staff experience at the Health Center of Huron County.
8. Maintains focus on the health center's strategic plan and ensures the efforts of the health services team are focused on achieving the goals of the plan.
9. Maximize the health services division's provider productivity and patient utilization and outcomes while simultaneously delivering high-quality clinical care. Coordinate work schedules of all medical program staff to achieve maximum efficiency.
10. Ultimately responsible for patient experience at the Health Center of Huron County ensuring that patients are treated respectfully and fairly.
11. Responsible for assessment of candidates for employment, coordination of onboarding, orientation, ongoing in-services, training, evaluation for department employees. Actively partners with Nursing Director, Administrative Services Director, the Health Commissioner, and the Medical Director on these activities.
12. Facilitates the division's compliance with all applicable laws and regulations including but not limited to FQHC/HRSA.
13. Leads and coordinates the health center's HRSA relationship.
14. Management of the health center's centralized call center and appointment scheduling. Management of patient flow, ensuring patients are served at the health center's facilities that best meet their needs.
15. In conjunction with the Medical Director and the Health Commissioner, responsible for regular quality assurance reports of patient data, consistent with all FQHC (Federally Qualified Health Center) reporting requirements and the Board of Directors approved CQI Plan.
16. Oversees the health center's Health Information Management (HIM) systems and staff; ensures provider training to enable timely completion, periodic updates, and capture of all clinical and financial data.
17. In partnership with the Administrative Services Director and finance team, leads and coordinates the revenue cycle management to improve revenue collection and minimize errors requiring re-submissions of claims.
18. In conjunction with the Medical Director, plans for and conducts monthly webinars and quarterly meetings with the health center's professional and support staff.
19. In partnership with the Health Commissioner and Director of Administrative Services, assesses new business opportunities, develops proposals and budgets, negotiates with payers and contracting agencies, implements new programs, manages relationships with payers and contracting agencies, and evaluates the health center's performance, adjusting where necessary to improve performance.



20. In conjunction with the Health Commissioner and the Director of Administrative Services, participates in negotiations with managed care companies, evaluates payment mechanisms and programmatic requirements, oversees the work of the health services division in executing these responsibilities, and facilitates the necessary reporting and compliance activities.
21. Coordinates with the Health Commissioner to ensure that health center facilities are maintained in a safe, "hospital clean", and respectful manner.
22. Prepare reports and other documentation requested by regulatory agencies, Health Commissioner, Medical Director, and Board of Directors.
23. Hold staff accountable to expectations while simultaneously building morale and support for Health Center of Huron County's mission.
24. Perform other functions as assigned by the Health Center Board, Health Commissioner.

**EDUCATION, LICENSING/CERTIFICATION(S), EXPERIENCE, KNOWLEDGE, SKILLS AND OTHER JOB REQUIREMENTS:**

1. Must have a valid Ohio Driver's License, proof of liability insurance (meeting minimum standards set forth in HCPH'S Personnel Manual), and access to reliable transportation.
2. Drug screening, background check, and pre-employment physical clearances.
3. Public Health emergency staff must complete all certifications required by the Ohio Department of Health Emergency Preparedness (PHEP) Grant within six months of hire.
4. Maintains information in a confidential manner and complies with HIPPA regulations.
5. Advanced degree in relevant field from an accredited professional school preferred (e.g., MBA, MPH, MHA) however, bachelor's degrees, RN, social worker, or related relevant experience will be considered by the Board.
6. Prefer a candidate who brings experience with patients and vulnerable populations.
7. Prefer experienced with health care planning and administration within an ambulatory health care setting.
8. Knowledge of medical staff organization and structure, medical credentialing and privileging, outcomes-based quality of care, clinical effectiveness and performance improvement.
9. Excellent written and verbal communication skills; conflict resolution skills, demonstrated commitment to staff and personal continuing education and training to improve the ability to deliver superior service for the population served by the Health Center of Huron County.



10. Commitment to service excellence for vulnerable populations.
11. Commitment to staff development and quality of work life.
12. An entrepreneurial spirit that seeks out new opportunities to achieve the Health Center of Huron County's mission.
13. Knowledge of health care planning and administration within an ambulatory health care setting serving a vulnerable, diverse clientele.
14. Ability to represent the organization in community forums and educational seminars.
15. Commitment to Diversity, Equity and Inclusion in all aspects of work life and a commitment to reducing racial and economic disparities in access to and quality of health care.
16. Other duties as assigned.

***Interested parties should forward their resume to :***

Huron County Public Health  
Attn: Director of Administrative Services  
28 Executive Drive  
Norwalk, OH 44857  
Email: [kboose@huroncohealth.com](mailto:kboose@huroncohealth.com)

- Huron County Public Health is an Equal Opportunity Employer.