

DIRECTOR OF OPERATIONS

Division: CHC

Immediate Supervisor: CEO

Supervision Excersised: Supervises all staff of the Community Health Center

Bloodborne Pathogen Risk Classification: 1

Fair Labor Standards Act (Exempt Status): E

Salary Schedule Pay Grade: 11

Created March 2015

As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependant on funding allocation and community expectations.

Classified as grant contingent, this position is a result of funding from the federal government or the State of Illinois. Subsequently, obligations of the Knox County Health Department regarding this grant contingent staff position can cease immediately and without penalty should applicable funding no longer be appropriated.

Summary of Duties:

Principle Duties and Responsibilities:

1. Embraces the philosophy, mission, and values set by the Co-Applicant Board of Directors.
 2. Ensures integrity of the Community Health Center's mission, keeping it in the forefront at all times.
 3. Maintains and administers specific operational policies, programs, procedures and methods in concordances with general policies under the direction of the Chief Executive Director.
 4. Makes budgetary recommendations for long term operations, marketing and quality control.
 5. Oversees day to day functions of the Community Health Center.
 6. Works with the CEO to make plans and strategies regarding future and existing performance of the Community Health Center by making long and short time plans.
 7. Ensures that the procurement function is accomplished efficiently and equitably as dictated by Community Health Center policies.
 8. Ensures that clinic operational services function efficiently to maximize utilization of available heath care services and resources.
 9. Provides administrative support and direction for the Medical Director in the areas of laboratory, pharmacy, and professional credentialing.
 10. Serves as Corporate Compliance Officer.
 11. Conducts and participates in meetings as appropriate.
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Minimum Qualifications:

Education and Experience:

BA/MA Finance and or Administrator related field and 3-5 years of management experience.

Skills, Knowledge and Abilities:

Education/Experience:

1. BA/MA Finance and or Administrator related field and 3-5 years of management experience

Skills/Abilities:

1. Thorough knowledge of the health care business environment.
2. Knowledge of procurement systems.
3. Knowledge of clinic operations issues, to include medical records and patient flow.
4. Knowledge of Healthcare Facilities Management principles.
5. Knowledge of Healthcare Risk Management principles.
6. Knowledge of Joint Commission on Accreditation of Health Care Organizations or other accrediting agency issues and requirements.
7. Excellent interpersonal, oral and written communication and organizational skills.
8. Ability to understand verbal information/instruction, to exchange verbal information with others and ability to present information/instruction verbally.
9. Ability to effectively supervise multiple functions and activities, delegating authority and responsibility as appropriate.

Must be efficient and able to organize and prioritize multiple tasks. Works well independently and as a team member. Handles assigned tasks and work responsibilities as outlined by program and/or Department goals and objectives with minimal supervision. Demonstrates the ability to develop professional relationships with colleagues and community leaders.

Essential/Non-Essential Functions:

Supervises all staff of the Community Health Center. Participates in the formulation and development of Department policy objectives.

Physical/Mental Attributes:

Must be able to walk, stand, write and operate a keyboard. Must have a valid driver's license and be able to drive a vehicle.

Must be efficient and able to organize and prioritize multiple tasks. Works well independently and as a team member. Handles assigned tasks with minimal supervision. Demonstrates the ability to develop therapeutic relationships with client, and professional relationships with co-workers and with staff from other agencies.

Performance Standards:

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

Administrator Signature

Signature

Employee