Circle Health Services
The People's Clinic

EXECUTIVE DIRECTOR

GENERAL STATEMENT OF JOB

Circle Health Services (formerly known as the Free Medical Clinic of Greater Cleveland), a federally-qualified health center (FQHC) in Cleveland Ohio, is looking for an Executive Director. The Executive Director is responsible for providing leadership in the areas of governance, operations and regulatory compliance by working with the FQHC Governing Board and the Chief Medical Officer to establish, implement, and monitor policies and goals for Circle Health Services. Creative problem-solving skills and diplomacy are mandatory, as is the ability to manage a high-functioning, outstanding staff with strong patient advocacy skills. With an annual budget of $6.0 million, Circle Health Services employees 69 FTE's, who, with the help of a strong volunteer base, provide necessary services for 20,000 patient visits a year.

DUTIES

The Executive Director is responsible for day-to-day detailed management of the community health center. The Executive Director provides leadership among Northeast Ohio community, government, and business entities in the shared goal of providing access to quality health care to those persons in Northeast Ohio who lack appropriate alternatives. The Executive Director is responsible for ensuring that the organization operates within the context of Circle Health Service's Mission Statement and, among other responsibilities provided from time to time by Circle Health Services' Board of Trustees, focuses on the following areas:

i. Planning & Operations – developing and ensuring sound and high-quality management for administrative and program functions, monitoring the effectiveness of ongoing operations, and providing leadership in the development of program, organizational and financial plans with the Board of Directors.

ii. Regulatory Compliance – ensuring that the organization operates in compliance with regulations applicable to FQHCs as well as other regulatory requirements and accreditation standards applicable to health care providers generally;

iii. Resource Development – maintaining and cultivating adequate resources to support current and future organizational needs, including expanding fundraising and philanthropic activities to support the mission and program operations;

iv. Staff Development – maintaining and developing a highly effective staff adhering to high-quality services and operational performance;

v. Community Relations – promoting positive visibility and building strong relationships locally and nationally; and

vi. Board Development – maintaining effective relationships with the Board of Trustees by supporting the board in governance functions, keeping the board fully informed, and maintaining effective relationships

POSITION QUALIFICATIONS

Education

Bachelor's degree in a related field is required. Master's degree is preferred in Business Administration, Public Administration, Health Care Administration, Public Health, Finance, or other related field.

Experience

A minimum of five (5) years related experience is required, including thorough working knowledge of federal, state, and local regulations governing the operation of a healthcare facility (FQHC preferred). Executive-level leadership and creative thinking skills are necessary to ensure success in this position. A thorough knowledge and understanding of FQHC, delivery of mental health, behavioral health, and substance abuse treatments, and other health care systems' environment and interrelated issues is required. Strong negotiating skills and diplomacy are needed as team building among health care providers is a daily and ongoing task. A high degree of health administration knowledge, with special understanding of the problems and techniques of urban healthcare delivery is necessary. Prior experience working with a board of directors is preferred.

Qualified Candidates should submit their CV and cover letters to the Executive Director Search Committee at EDSearch@circlehealthservices.org. Circle Health Services is an Equal Employment Opportunity Employer and maintains a drug-free workplace. Qualified individuals with disabilities who require an accommodation to participate in the application process should contact Human Resources.