

Position: **Vice President of Operations**

Reports to: President & CEO

Location: Care Alliance Health Centers

EEO Category: Professional

Full/Part Time: Full time

Shift: First

Job Summary:

The Vice President of Operations (VPO) is hands-on, leads by example and motivate staff to deliver measurable, accountable, cost-effective results that further the mission of the organization. The VPO is an integral member of CAHC's senior management team, oversee and direct all internal operations at each of CAHC's clinic sites. In addition, the VPO is an essential contributor to the agency's growth planning process and will help shape the future of a fast-growing, financially healthy, well-respected healthcare organization with a focus on safety and clinical results; ensure that CAHC is building a strong service culture and getting results; and last but not least, producing strong financial results. He /She shares the responsible for the strategic operations of the overall organization working directly with the President and CEO and collaborating with other Executives. The position is responsible for the development, integration, and implementation of a broad range of operational initiatives relative to the strategic direction and positioning of the organization which also includes Risk and Claims Management. The VPO reports directly to the President & Chief Executive Officer. Must be confident, and experience to purposely drive results.

Task Responsibilities:

Include **but are not limited to:**

- Directs internal operations to achieve budgeted results and other financial criteria, and to preserve the capital funds invested in the organization.
- Serve as the key business driver for the growth and overall success of the clinic.
- Provides for all staff a strong day-to-day leadership presence and support an open-door policy among all staff.
- Leads the performance management process that measures and evaluates progress against goals for the organization.
- Work with the CEO on Strategic initiatives to include being accountable for the revision and delivery of the Annual Strategic plan, revision and delivery of the initiatives within said plan.
- Identifies geographic growth opportunities and priorities.
- Based on projected enrollment rate, visits, and utilization, monitors the impact of growth on the facility's existing space plan; propose, plan, and directs facility expansion and enhancement projects if required.
- In conjunction with the Chief Medical Officer, works to enhance provider efficiency and, when necessary, assists in resolving clinic-related issues.

Education Required: Bachelor's degree in Health Administration, Business Administration, Human Services or related discipline required. Minimum of five (5) to ten (10) plus years of progressively responsible administrative experience in health care or human service related organizations.

Preferred: Master's or higher education preferred; Fellow of American College of Healthcare Executive (FACHE) is desirable

To apply for this position please send your updated resume to:

Human Resources

mmenglish@carealliance.org

For additional information:

www.carealliance.org

Equal Employment Opportunity

It is the policy of the Care Alliance Health Center to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or more), military status or veteran status is illegal.