

**The Community Action Committee of Pike County Valley View Health Center has a position opening for a Deputy Director of Operations.**

***Qualifications:***

- Minimum five (5) years of experience of leading and managing a multi-disciplinary team.
- Minimum three (3) years of senior management experience.
- Current valid driver's license/proof of automobile insurance.
- Insurable under agency policy.
- Reliable transportation.

***Preference:***

- Bachelor's degree in Healthcare Administration, Business Administration and/or related field.
- Experience with project development/management and experience gained from developing/implementing new processes.
- Knowledge of the principles and practices of federally qualified health centers' (FQHC), fiscal management, human resource management, government regulations and compliance requirements.
- Knowledge of information technology infrastructure, applications, office systems, computer literacy, and knowledge of Microsoft Office applications including Word, Excel, Power Point, and Outlook.
- Experience with electronic medical records and data analytics.
- Effective written and verbal communication skills.
- Act as delegate and deputy as required for the COO.
- Work with the COO to shape operations and related processes and procedures, enhancing operational effectiveness, emphasizing cost containment and emphasizing high-quality patient care.
- Responsible for implementing strategies for operational management and development so as to meet organizational plans and goals within budgets and timelines.
- Oversees project development, guiding new projects to an economically stable and financially independent state. E.g. new access points/services, contractor/vendor management, site renovations/expansions, grant proposals, special projects.
- Resourceful and takes ownership of deliverables.
- Provides oversight of data analytics in identifying, analyzing, and interpreting complex data to resolve operational problems. E.g. EMR, UDS, and Operational Dashboard reporting.
- Responsible for operational risk management, maintains compliance with governmental regulations and industry requirements in regards to federally qualified health centers and corporate compliance.
- Attends and/or conducts meetings. E.g. MBO, Governing Board, Senior Staff, Operation's Management, Quality, Risk, etc.
- Participates in the development of strategic plans, governance structure and objectives for the organization.
- Participates, oversees, interprets and recommends changes to all clinical and business operational policies and procedures.
- Participates in resolving all problems related to staffing, utilization of facilities, equipment and supplies. e.g. provider scheduling, timecard approval, space allocation, and budgetary issues.

- Represents health center and interacts with regulatory agencies, insurance carriers, and other professional and community groups.
- Participates in the evolution and refinement of quality improvement processes.
- Participates in recruitment and retention of professional and nonprofessional staff.
- Participates in evaluation performance, merit increases, promotion, and disciplinary actions.
- Performs other duties as assigned.

**This position is open until filled. Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661.**

**Applications may be obtained on our website: <http://www.pikecac.org/employment-opportunities.html> or you may pick one up at the Market Street address.**

**The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.**

**The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.**

**Date Posted: 5/24/2019**