

OCHN JOB POSTING

Job Title: Executive Director and Chief Executive Officer	Date: September 10, 2019
Reports To: OCHN Board of Directors	Salary: Commensurate with Experience
Overtime Status: Exempt	Bargaining Unit: Not Represented
Performance Areas:	Education and Competency Requirements:

Summary:

The Executive Director and Chief Executive Officer, under the direction of the Board of Directors, provides overall administrative direction and leadership, and is responsible for all required PIHP functions as assigned to the agency. These responsibilities are achieved through oversight and monitoring of retained and delegated functions in compliance with federal and state regulations, and contractual obligations. The functions include, but are not limited to: financial management, network management, information systems, utilization management, claims payment, planning, and contract compliance.

Essential Functions:

- Provide policy and business operations recommendations to the Board of Directors
- Provide direction and leadership to staff in support of OCHN’s mission, vision, and values
- Develop and implement OCHN’s Strategic Plan with the assistance of the OCHN management team.
- Lead and develop the management team in the areas of business operations, contract management, quality measures, and financial activities to ensure desired outcomes of service delivery for people served.
- Provide cost-effective solutions for optimal use of human resources and corporate assets.

Education Requirements:

- Master’s Degree in Business Administration, Healthcare Administration, Public Administration, Human Services, or related field from accredited college or university.

Training Requirements (licenses, programs, or certificates):

- None

Experience Requirements:

- Minimum five years of administrative experience in human services, government, or healthcare-related organization.
- Experience in community mental health or integrated healthcare preferred.
- Experience in health care settings for individuals with mental illness, intellectual and developmental disabilities, and/or substance use disorders preferred.
- Minimum five years’ experience in a managerial capacity. Executive level experience preferred.

Knowledge Requirements:

- Knowledge of applicable Federal, State, and accreditation regulations governing PIHP services
- Knowledge of effective leadership principles and practices

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<ul style="list-style-type: none"> • Implement effective technological solutions to foster data-driven reporting and decision support. • Provide accountability and transparency for financial planning, budgeting, and reporting. • Serve as a positive and influential representative of the interests of persons served and the OCHN network. • Develop and strengthen trusting relationships and alliances with key partners, stakeholders, and community-based organizations. • Serve as OCHN liaison with Federal, State, and local governmental agencies. • Other activities as assigned by OCHN Board of Directors. 	<ul style="list-style-type: none"> • Knowledge of public mental health service delivery systems in Oakland County. • Knowledge of current health care sector events and trends impacting public mental health service delivery. • Knowledge of public advocacy, legislative, and crisis fiscal management. • Knowledge of the Microsoft Office suite (e.g., Word, Excel, Outlook, etc.). <p><u>Competencies/Skills</u></p> <ul style="list-style-type: none"> • Strong leadership, coaching, and team-building skills • Exceptional verbal and written communications skills • Exceptional interpersonal communication skills • Strong, demonstrated negotiation skills • Strong critical thinking and problem solving skills • Ability to foster an environment that embraces cultural competence, diversity, and inclusion • Ability to recognize and analyze complex operational/administrative or fiscal problems, and to recommend and implement solutions. • Ability to provide developmental opportunities for future succession planning and skill enhancement. • Ability to initiate, plan, develop, coordinate and implement system wide programs. • Ability to respond appropriately to and manage crisis situations
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	<p><u>Core Competencies</u> (Applicable to all OCHN Job Classifications)</p> <ul style="list-style-type: none"> • Interacting with others in a way that gives them confidence in one’s intentions and those of the organization; maintaining social, ethical, and organizational norms; firmly adhering to codes of conduct and ethical principles. (Integrity/Building Trust) • Making customers and their needs a primary focus of one’s actions; developing and sustaining productive customer relationships, recognizing that the ultimate customer is the individual served. (Customer Focus) • Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application. (Continuous Learning) • Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence in addition to consciously adopting organizational standards of excellence. (Work Standards) • Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message. (Communication)
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	<p><u>Special Information:</u></p> <ul style="list-style-type: none">• Must have available means of transportation to and from OCHN and for required off site meetings or site visits.• Must be available for meetings and events which may occur outside of standard office hours.• Work performed primarily in an office environment.

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