



Exempt
July 19, 2010

JOB ANNOUNCEMENT

Position: Chief Operating Officer

Reports to: Chief Executive Officer

Salary Range: Starting salary based on experience, qualification, and budget.
(100% time – 40 hours per week)

Position Purpose:

This position directs the medical clinics and program operations of the agency as delegated by the Chief Executive Officer and in concert with the Chief Medical Officer and executive committee. Will supervise all clinic operations, family planning, medical off-site programs and provide guidance to all other medically related programs.

Principal Responsibilities:

1. Provides direct supervision for managers and directors of the primary care clinics. Responsible for recruitment, screening, hiring and evaluation of program staff.
2. Directs implementation of programs and scopes of work to ensure contract compliance.
3. Establishes and maintains open lines of communication with the County of Los Angeles DHS staff, California Family Health Council, Inc., the State Department of Health Services and other funding agencies, as appropriate.
4. Ensures programs services are provided in compliance with Federal, State, and L.A. County Standards and individual site policies, procedures and protocols.
5. Works with clinic administrators, physicians and administrative staff to ensure a favorable medical visit payer mix in the clinics, to meet provider productivity ratios, clinic visit targets, control costs, and ensure quality customer service.
6. Collaborates with the Finance Department in monitoring the revenue and expenses of medical clinics and programs.
7. Collaborates in the development of grants and contract applications.
8. Assures JWCH representation at designated meetings as directed.
9. Assists with the implementation of Continuous Quality Improvement plans for each site and program.
10. Ensures the development and implementation of policies and procedures in compliance with HIPAA.
11. Responsible for implementation of key result areas of the agency's strategic plan as these relate to the medical clinic and programs operations.
12. Other tasks as assigned.

Requirements:

1. Masters degree in Public Health Administration, Public Administration or related field, or equivalent experience.
2. Seven (7) years management experience in medical clinic administration.
3. Four (4) years experience with budget development and fiscal control systems.
4. Knowledge of federal, state, and local funding designated for health services.
5. Ability to communicate clearly orally and in writing.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
1910 W. Sunset Boulevard, Suite 650
Los Angeles, CA 90026
Attn: Human Resources Department
Job Code: 316
Fax Number (213) 413-3443
E-Mail hresources@jwchinstitute.org

Closing date: Open until filled.
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).