Vera French Community Mental Health Center Employment Opportunity - Job Posting
Created: 8/2008
Posting Date: 11/05/15
Closing Date: Until Filled Posting #217
Position: Chief Operating Officer (COO)
Location: Vera French Community Mental Health Center
Hours: Full Time – VF CMH Center Hours

Position Summary:
The Chief Operating Officer will have overall administrative responsibility and authority operations for mental health services delivered through outpatient and various Vera French CMHC programs in conjunction with the Medical Director, Clinical Director, and Chief Executive Officer. Responsibilities include administrative management and clinical oversight for all aspects of programs delivered by Vera French CMHC staff.

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

-Education/Experience:
Master’s degree in Psychology, Social Work, Counseling, Nursing, or a health related field desired or holds a master’s degree in administration which may be business and management, health care, education, or public administration.

Prior experience developing and managing non-profit clinically based or community focused programs essential. In addition, a minimum of three years prior experience in an administrative position is ideal.

Demonstrated leadership skills and supervisory experience with the ability to lead a team of professional staff.

Accountability; works collaboratively across functional areas to ensure superior operational performance

Solid critical thinking skills; ability to use data analysis to drive performance improvement, identify problems, draw relevant conclusions, and succeed in devising and implementing appropriate solutions.

Perseverance and flexibility; ability to act and react to program challenges, including regulatory changes, funding, and resource issues.

Ability to manage multiple tasks and set work priorities. Demonstrated planning and organizational skills. Ability to meet deadlines in consistent manner.

Good technology skills: Microsoft Office applications, spreadsheet skills (Excel), word processing (Word), PowerPoint.

-Certificates, Licenses, Registrations:
Master’s degree in Psychology, Social Work, Counseling, Nursing, or a health related field desired or holds a master’s degree in administration which may be business and management, health care, education, or public administration.

Valid Drivers’ License

-Language Skills:
Excellent verbal and written communication skills; ability to speak clearly and concisely, proficient in speaking and presenting information in both individual and group settings.

Highly developed interpersonal skills, ability to establish rapport and work well with others; strong ability to motivate others.
- Mathematical Skills:

Ability to calculate (add, subtract, multiply and divide) figures and amounts such as percentages. Ability to apply concept of basic algebra.

- Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

At the direction of the Chief Executive Officer:

Assists CEO in the day to day management of the operations as directed to ensure smooth operations and best practice administrative functions as well as linkage with high quality, clinical processes.

Communicates VF policies to staff and ensures their implementation within the system.

Insures conformance with professional standards, legal requirements, and policies of the professional staff and organization.

Assists in establishing short and long range goals and objectives for the organization as part of leadership team and creates a system for developing, monitoring, and evaluating performance in meeting goals & objectives.

Ensures and oversees appropriate level of programs for services designed to meet the Board or CEO established goals and objectives. Providing guidance to Clinical Director and related program staff necessary to define and meet program needs.

Determines staffing patterns, selects staff, and delegates responsibilities for programmatic and support functions for which he/she supervises.

Directs preparation of short and long range budgets in program areas of responsibility.

Oversees working relationships with affiliate programs and other human service and health planning agencies.

Assess community mental health needs and resources and facilitate achieving effective impact on resource development.

Providing supervision to Clinical Director, Director of Program Development, HCBS supervisors, and identified community based supervisors and indirectly provides oversight to program coordinators, and section chiefs. In concert with the Clinical Director and Director of Program Development, ensures development & monitoring of a comprehensive program for Clinical Management.

Prepare administrative reports at regular intervals.

In conjunction with the Clinical Director and Director of Program Development, assess needs & resources for Vera French services, recommending improvements & overseeing implementation as approved.

Participates in the preparation of grants as needed.

Responsible for performance of program operations for Human Resources and IT.
Overall responsibility for efficient operations and client satisfaction.

Identifies areas for improvement and develops proposals or as required as business plan including basic financial impact analysis for programs recommended, staffing changes, or changes to existing programs.

Send cover letter and resume to:
Human Resources
Vera French Community Mental Health Center
1441 W. Central Park Avenue
Davenport, IA 52804
563-888-6231
Fax: 563-324-4368
e-mail: HR@verafrenchmhc.org

Vera French CMHC is an Equal Opportunity Employer.
We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings

General Internal Applicant Guidelines: An employee may apply for a posted job after completing six (6) months of service in their present position; and have a satisfactory performance and attendance record with VFCHC.