

**Erie County Health Department
Erie County Community Health Center
Job Posting #2025-68
Equal Opportunity Employer**

Position: Erie County Community Health Center Chief Executive Officer

Contact Person: Kari Swenson, Human Resources

Salary: Commensurate with experience

Working Hours: 8:00 a.m. – 4:30 p.m. Monday through Friday
Evenings, weekends, & holidays may be required. Based on Agency need.

Posting Opens: Monday, December 1, 2025

Posting Closes: Wednesday, December 31, 2025, at 4:30 p.m. or until filled

Qualifications

- Master's degree in Health Care Administration, Public Health, or a related healthcare field.
- A minimum of three (3) years of experience in a senior management role within a Federally Qualified Health Center (FQHC) or a similar environment.
- Proficiency in Performance Management and familiarity with accreditation requirements, as well as guidelines from the Public Health Act 330, HRSA, CMS, and BPHC. Experience with NextGen, Azara, billing, and coding is also essential.
- Solid understanding of Public Health Act 330, HRSA, BPHC, OACHC, and HPSA scoring.
- Proven ability to manage federal grants, awards, and audits.
- Knowledge of federal grants, as well as the identification and implementation of new funding opportunities, is required.
- Experience with the National Incident Management System (NIMS) and the Incident Command System (ICS) is strongly preferred.
- Certification in NIMS/ICS courses 100.c, 200.c, 300, 400, and 700.b must be obtained within thirty (30) days of employment.
- Valid Ohio driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Major Responsibilities

The CEO oversees all health center operations and business activities to ensure that results and operations are consistent with overall strategy and mission. The CEO has the responsibility to coordinate all fiscal aspects including grants, permits, fees, licenses, and levy funds. The CEO shall dedicate a time budget to mentoring staff toward fiscal prowess and audit exceptionalism. The CEO is responsible for the Agency success in obtaining stable revenue sources as well as proper obligatory encumbrment of resources.

The CEO position delegates to management and staff as assigned. The CEO promotes and supports primary care, oral healthcare, behavioral and mental healthcare in our ECCHC services area with a keen approach to HPSA scoring and service delivery targeted measures. This position promotes individual and population health by providing the essential services of public health within a variety of settings, ensures compliance with a broad range of current local health and environmental codes, regulations and policies; participates in multi-faceted community health and environmental projects; and provides technical assistance and information to individuals, families and groups regarding public health issues. The CEO provides mentoring, supervision and technical assistance to all staff; initiates patient centered medical home (PCMH) and patient referral systems of care; and drafting and editing documents such as correspondence and contracts. The CEO shall provide proven leadership at the local, state, and national level. Light domestic overnight travel may be required for up to 5% annually.

Essential Functions

The Chief Executive Officer performs the following functions within the framework of the Erie County Health Department and the Erie County Community Health Center's provision of the core functions and essential services of public health:

- Works in tandem with the Senior Chief Clinical Officer and Chief Financial Officer.
- Responsible for developing and implementing the clinic's mission and strategic plan.
- Develops and updates organizational design for maximum productivity and control of quality and costs.
- Ensures the financial viability of the clinic by maintaining control systems to control finances and staffing.
- Ensures clinic compliance with all regulatory agencies governing health care delivery and the rules of accrediting bodies. Continually monitors operations, programs, physical properties. Initiates appropriate changes.
- Represents the clinic in its relationships with other health organizations, government agencies, and third-party payers.
- Serves as liaison and channel of communication between the board and its committees, the medical and administrative staffs.
- Follows all HIPAA provisions concerning confidential information.
- Participates in the Incident Command Structure according to the NIM system.
- Responds to incident management/emergency issues.
- Completes other special projects or duties as assigned.
- Responds to organizational goals, strategic priorities, and management by objectives (MBOs).
- Attends meetings as required.
- Communicates according to situational or organizational structure.
- Notifies senior management of any treatment which may affect decision making.
- Provides specialized and/or technical agency and program specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers.
- Interviews internal and/or external customers to establish program-specific documentation and/or identify services needed.
- Ensures patient confidentiality and maintains orderly medical records. Follows established public health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
- Maintains paper filing system.
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health.
- Provides public health information and data with individuals, community groups, other agencies, internal customers, and the general public about physical, behavioral, environmental, social, economic and other issues affecting the public's health.
- Under general supervision, prepares public health documents and reports.
- Adheres to Occupational Safety and Health Administration standards relevant to job duties, such as exposure to bloodborne pathogens.
- Must follow all safety policies and procedures to ensure an accident-free workplace.
- Supports Agency activities related to development and implementation of community health assessment, planning, program, and policy development and implementation activities.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates in the development of and provides technical and administrative support to Agency's quality improvement performance management, and evaluation activities.
- Composes, drafts, types and/or word processes, proofreads and edits documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures.
- Processes mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; responds to mail that can be handled personally; identifies priority and/or time-sensitive matters; and maintains security and confidentiality.

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Erie County Health Department policy in the collection, maintenance, use and dissemination of data and information.
- Updates Agency Strategic Plan, Workforce Development Plan, Quality Improvement/Performance Management Plan as necessary on a monthly basis.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in Agency and community emergency response training and drills in support of disaster preparedness consistent with job classification.
- This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the public health programs. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Employee goals and objectives need to be aligned with Agency's goals and objectives listed within the Agency's Strategic Plan.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.
- Eases any concerns or distress visitors may exhibit.
- Responds to questions with timely, accurate and complete information.
- Answers and redirects incoming calls as appropriate.
- Follows all regulations and requirements pertaining to public health, federally qualified health center (FQHC), and Agency policies toward the workplace.

Special Requirements

- Knowledge of Agency policies.
- Knowledge of the Health Resources & Services Administration Health Center program requirements.
- Ability to understand and demonstrate compliance with the Health Resources & Services Administration Health Center program requirements.
- Understands the overall operations of the community health center and the Ten Essential Public Health Services.
- Ability to learn, follow directions, and communicate.
- Thorough understanding of the health care environment.
- Skill in exercising a high degree of initiative, judgment, discretion, and decision-making to achieve clinic's mission.
- Skill in establishing and maintaining effective working relationships with employees, policy-making bodies, third-party payers, patients, and the public.
- Skill in organizing work, delegating, and achieving goals and objectives.
- Ability to identify trends and motivate workforce toward changes needed to adopt and remain competitive Ability to identify opportunities for improvement and change.
- Ability to communicate and collaborate with staff, government officials, and the public.
- Ability to guide management in its responsibilities while maintaining commitment to effective team functioning.
- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the Agency's vision, mission, and core values.
- Knowledge of rules and regulations (developed after employment).
- Knowledge of Agency personnel policies and procedures (developed after employment).
- Knowledge of the core functions and essential services of public health.
- Knowledge of general office principles and practices.

- Knowledge of software applications relative to the position assignment.
- Knowledge of proper English grammar, usage, and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Ability to keep accurate reports and records.
- Organizational skills.
- Requires a self-starter with the ability to work both independently and as a team member in a professional environment.
- Good natured with a positive attitude; able to perform under pressure.
- Ability to interact effectively and in a supportive manner with visitors, stakeholders, and public peers.
- Always courteous and respectful regardless of race, creed, family and/or economic situation.
- Bilingual language skills a plus.
- Ability to use good judgment and persistence in overcoming challenges, addressing conflicts and solving problems.
- Effective oral and written communication skills, including phone skills and etiquette.
- Attention to detail, and adherence to established policies and procedures required.
- A problem solver, with the ability to organize and prioritize responsibilities.
- Is flexible, and able to embrace and implement change.
- Working knowledge of Windows personal computer, Microsoft Word and Excel.
- Knowledge and understanding of Patient Centered Medical Homes (PCMH) process.
- Knowledge and understanding of public health accreditation process.
- Knowledge of the Ohio Nurse Practice Act.
- Criminal background verification required.
- Ability to time budget in areas of workforce development and Agency duties.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, and writing and repetitive motions.
- Must be able to be fitted and wear NIOSH 95 mask. (Requires the elimination of facial hair/beard.)
- Exert up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient to communicate with others effectively in person and over the phone.
- Ability to hear and respond to internal or external emergency or evacuation alarms.
- Visual ability must be sufficient to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Ohio law.

Working Conditions

- General office settings in health department facilities, as well as occasionally in community sites including clients' homes and workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from off-site locations may subject workers to increased risk of driving hazards. Community locations may subject workers to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals, and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging atypical or hostile behaviors and/or communication.
- May include alternate sites, temporary locations and/or multiple locations depending on the public health emergency.

Equipment Used

Including, but not limited to computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

Bloodborne Pathogen Risk Code: ☐ None ☐ Low ☐ Medium ☒ High

Qualified Applicants

Qualified applicants should visit www.eriecohealthohio.com where current job postings can be viewed, and an application is available to complete. A completed Erie County Health Department employment application must be date/time stamped in the Human Resources Office prior to 4:30 p.m. on December 31, 2025. EOE/AA/ADA

Approved for Content & Posting _____


Erie County Health Commissioner

Date 12.01.25