



CHIEF OPERATING OFFICER

Job Requisition #21-0051
Location: **Riverside**
Application Deadline: **Until Filled**

Hours per Week: **40**
Status: **Full Time**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. For over 45 years, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all those within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care.

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and offer excellent benefits!

Essential Duties

Community Health Centers of Burlington is seeking a Chief Operations Officer dedicated to improving the health of ALL within the communities we serve. Our ideal candidate will have a strong background in health care operations leadership, demonstrated ability to advance business objectives, and serve as an integral member of the senior leadership team.

Basic Qualifications

Education:

- Master's degree in Business Administration, Health Administration, Public Health or related field recommended (but not required). Bachelor's degree required.
- Five years' of progressively responsible leadership experience required in a health care service delivery setting, preferably an FQHC.
- Five years in a management role with responsibilities in budgeting, performance improvement, and personnel management

Skills & Abilities:

- Must have excellent process improvement skills and able to understand clinic functions and department interactions.
- Knowledge of practice management components, particularly in cost constrained environments.
- Knowledge of regulatory compliance i.e., HIPAA, FQHC, OSHA, CLIA, etc.
- Able to adapt process improvement in accordance with organization objectives. Experience and/or good working knowledge of Six Sigma, Lean, etc. a plus.
- Ability to lead, motivate, develop, and guide employees in their performance and professional development.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available