

# POSITION ANNOUNCEMENT

07/20/2022



**Executive Search for:**

Community Health Center  
Executive Director (Integrated  
Clinical Services Director)

**Multnomah County**

619 NW 6th Avenue  
Portland, OR 97209

## POSITION ANNOUNCEMENT

# INTRODUCTION



Multnomah County is seeking to hire a **Community Health Center Executive Director (Integrated Clinical Services Director)** who is committed to bringing services to individuals, families, and communities that improve health and wellness while advancing health equity and eliminating health disparities.

# ABOUT THE MULTNOMAH COUNTY COMMUNITY HEALTH CENTER



## The Rundown

While Multnomah County may be the smallest county in Oregon by area, it is by far the most populous county in the state, with over 800,000 residents calling it home.

The Multnomah County Community Health Center (CHC) is the largest federally qualified health center (FQHC) in the state of Oregon. The Center has over twenty-one (21) different sites and manages a large range of services, including a specialty HIV clinic; nine (9) school-based health centers; seven (7) pharmacies, labs, and a central lab; and seven (7) dental clinics.

Additionally, the CHC provides support and ancillary services, including Behavioral Health Providers, Community Health Workers, and Eligibility Specialists.

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## Community Health Center Mission

Bringing services to individuals, families, and communities that improve health and wellness while advancing health equity and eliminating health disparities.

# POSITION DESCRIPTION



## LOCATION

Portland, Oregon

The Community Health Center Executive Director (Integrated Clinical Services Director) will need to demonstrate strong political acumen and extensive experience working with governing boards. The Executive Director will also have oversight of a \$168M budget and report to the Community Health Center Board (CHCB).

The mission of the CHCB is to bring services to individuals, families, and communities that improve health and wellness while advancing health equity and eliminating health disparities.

The CHCB and the Board of County of Commissioners (BCC) have established a co-applicant agreement that delegates the required authorities and functions to the co-applicant board and delineates the roles and responsibilities of the public agency (BCC) in fulfilling the health center's HRSA-approved scope of the project.

The Executive Director will report to the CHCB and the BCC Chair, or the County Chief Operations Officer ("COO") or the Health Department Director, if designated by the BCC Chair.

# PRIMARY RESPONSIBILITIES



## Strategic Leadership and Direction

- Lead, develop, and integrate services to individuals, families, and communities that improve health and wellness while advancing health equity and eliminating health disparities.
- Inspire and lead others towards high levels of performance, quality, accountability, and excellence. Maintain authentic and trusted leadership reputation.
- Provide overall executive-level leadership and strategic direction of the
- County's Community Health Center—a Federally Qualified Health Center (FQHC)—with direction from the co-applicant board (CHCB) who determines the long-range strategic plan.
- Strategize a rapidly changing and highly political environment, and advance Community Health Center in managing regulatory requirements. The County's FQHC is an administrative, technical, fiscal, and clinically complex medical/dental personal health delivery system, with 20 sites, approximately 650-700 FTE and \$168M budget, (largest FQHC in the state). In collaboration with the CHCB, the incumbent sets policy direction in alignment with the Health Center strategic plan and assures that policies are implemented consistently throughout the Community Health Center.
- The CHC Executive Director will have executive-level responsibility to develop, implement, and evaluate goals, objectives, policies, and procedures for FQHC.

# PRIMARY RESPONSIBILITIES

## Strategic Leadership and Direction (continued)

- Serve as a member of the Department's senior leadership team and the County's Department Director's Council. The ED works under the direction of the federally mandated consumer majority co-applicant governing board (CHCB) and creates synergy in priorities for the CHCB and BCC (co-applicant agreement) as requested and responds to directives from County elected officials.

## External Relationships

- Develop and maintain effective relationships with County Departments, business and community leaders, federal agencies (e.g., Health and Human Services: HRSA and BPHC), City/State Agencies, healthcare organizations and local health care systems (e.g., Providence, Legacy, OHSU, OCHIN, and OPCA), and other Safety Net providers.
- Address professional organizations and public groups to advocate and explain policy and the needs of clients served by the Health Centers.
- Maintain constructive media relations as key contact for FQHC programs/services; keep the CHCB and County Chair or designee fully informed of issues and major events in a timely manner; support CHCB in determining FQHC's values, mission, vision, and short- and long-term goals and keep CHCB fully informed of FQHC's performance in accordance with HRSA's 19 mandatory program requirements; and consult with Public Health Officers on public health issues addressing internal/external questions or requests for comment.

## Clinical Management Objectives

- Oversee policies and procedures development and monitor progress by assessing the results to ensure that continuing BPHC grant requirements are being met.
- Allocate resources for greater service group effectiveness and efficiency that best meet changing demographics of the Community Health Center and highly diverse patient populations.

# PRIMARY RESPONSIBILITIES

## Clinical Management Objectives (continued)

- Serve as a leader of Joint Commission (e.g., the Accreditation of Health Organizations) and assure clinical quality throughout the Community Health Center and conduct organizational surveys on a periodic basis.
- Assure compliance with state, federal, and local laws and alignment with Multnomah County values, policies, goals, and objectives set forth by the BPHC, CHCB, County Chair, and Department leadership.
- Ensure that the Community Health Center management team remains up to date with changing laws and policies that affect services provided and direct the management team on desired outcomes and strategic direction.

## Financial Management, Leadership, and Development

- Ensure diverse and complex financial management of Community Health Center that includes Medicaid, Medicare, and Commercial Insurance revenue projections, as well as federal/private grant revenues and county general fund.
- Oversee budget development, submission, and approval; implementation and monitoring; and objective and goal settings for programs within the Community Health Center (e.g., Develop funding sources to sustain services; assure preparation of all budgets; recommend FQHC final budget to the CHCB and present CHC approved budget to the County Chair and Department Director).
- Solicit feedback and present Community Health Center budget to County Commissioners and other stakeholders, including addressing funding concerns and providing full and transparent budgeting information and updates.
- Prioritize resource requests for various program managers; monitor revenue and expenditure trends (e.g., FQHC outlines) approved by HRSA; provide complex financial information and operations to CHCB, the County Chair, BCC, Department Director, and other stakeholders; and have a strong dedication to sound fiscal stewardship.

# IDEAL CANDIDATE PROFILE



## Education, Experience, and Training

- Bachelor's degree required. Master's degree preferred, not required.
- Minimum 10 years of health leadership experience with 2 years of high-level Clinical Management experience.
- Experience serving a highly visible community and the ability to represent the Department locally, regionally, nationally, and within the healthcare marketplace.
- Experience delivering cross-functional projects and leveraging HR technology, program, and/or project management.
- Strong political acumen and understanding of constituencies' interests in work area.
- Demonstrated ability to use sound judgment in decision-making.
- Minimum 5 years of supervisory experience.
- Business and Financial Acumen.
- Relationship management.
- Detail-oriented with the ability to maintain composure under pressure and a professional and positive attitude.
- Socially conscious and committed to stressing community health in public arenas.
- Strong organizational and time management skills necessary to manage multiple assignments in a rapidly changing environment.

# IDEAL CANDIDATE PROFILE



## WORK ENVIRONMENT AND EXPECTATIONS

- Develop safety and health policies and procedures applicable to work area.
- Ensure employees receive safety and health training for work areas.
- Strive for continuous improvement.
- Lead culturally and linguistically responsive programs by developing appropriate materials that accommodate varying literacy levels of patients and family members.
- Expand practices and programs that successfully address health disparities among the diverse populations the Department serves.

# THE FINE PRINT

## TIME FRAME

Multnomah County is seeking to have the new Community Health Center Executive Director (Integrated Clinical Services Director) in place by September 2022.

## COMPENSATION RANGE

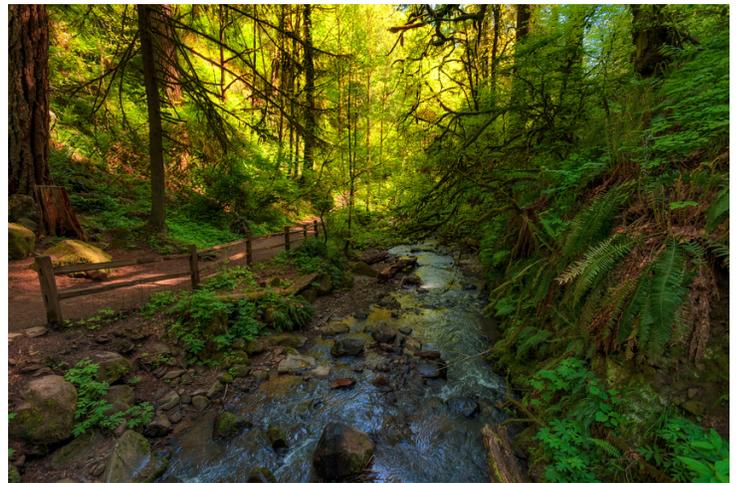
\$166,263.70 - \$266,021.24



# POSITION ANNOUNCEMENT

# NEXT STEPS

If you would like to apply to be Multnomah County's next Community Health Center Executive Director (Integrated Clinical Services Director), please go to:  
[motusrecruiting.co/MultCoCHC](https://motusrecruiting.co/MultCoCHC)



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**THANK YOU, AND WE  
LOOK FORWARD TO  
WORKING WITH YOU.**