

## **Executive Director**

### **For Neponset Health Center and Geiger Gibson Community Health Center**

The Executive Director for the Boston Community Health Centers (Neponset Health Center and Geiger Gibson Community Health Center) is responsible for the management, clinical, financial and support operations of the Centers. Duties include supervising and supporting the Site Medical/Dental and Behavioral Health Directors to insure quality of services and high standards of professionalism, working with the Chief Financial Officer (CFO) and his/her designees to ensure that the Boston Health Centers are in compliance with implementing approved accounting and financial standards; is responsible for the management of the Boston Health Centers budgets, working with the Vice President of Community Health Centers to develop strategic plans at both the Corporate and Center levels and is responsible for the development and management of external relations. The Executive Director also works with the VP and Director for Human Resources to insure that Harbor is compliant with employment statutes and performance standards and may also be responsible for management of additional Harbor programs.

#### **Qualifications:**

Minimum Skills, Experience and Educational Requirements:

Five years experience in a leadership role managing and directing the operations of a Health or Human Services Organization, direct experience in program development, personnel management and supervision and fiscal management, experience and academic training in public health and health services concepts, excellent written and verbal communication skills.

#### **Supervisory Responsibility:**

Direct responsibility for Directors/Managers of the Boston Health Centers as assigned and may have functional supervision of projects.

Preferred Skills, Experience and Educational Requirements:

Master's Degree in applicable field, Registered Nurse, experience with EMR/EPM. Our ideal candidate would be and RN with an MBA.

Interested candidates please apply online at <http://careers.hhsi.us/careers/> . For more information, please call 617-533-2300, email [jtranford@hhsi.us](mailto:jtranford@hhsi.us) or visit [www.hhsi.us](http://www.hhsi.us).