



## INDIAN HEALTH CENTER OF SANTA CLARA VALLEY INC.

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602 East Santa Clara St.  
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### **JOB ANNOUNCEMENT:**

#### **CHIEF EXECUTIVE OFFICER (CEO)**

**OVERVIEW:** The Board of Directors of the Indian Health Center of Santa Clara Valley (IHC) seeks a resourceful and visionary executive leader in the field of primary health care. In partnership with Board and staff, the successful candidate will maintain and expand the outstanding programs that now exist at IHC and will grow this Federally Qualified Health Center/urban Indian health program to meet the new challenges and opportunities presented by the recently passed Affordable Care Act. The candidate will have a track record of leading the implementation of successful growth in a similar situation. The candidate also will have demonstrated an ability to articulate a vision for IHC that will continue to draw resources to its organization and will allow IHC to increase its reach and impact for community members in need of its services.

**POSITION SUMMARY:** The CEO reports to the Indian Health Center Board of Directors through the Board President and is responsible for the strategic vision and oversight of the IHC. The CEO supervises chief management staff; ensures sound financial, budgeting and investing practices; leads fundraising efforts; ensures provision of high quality services through quality improvement strategies; ensures that the corporation is effectively structured and staffed; develops and trains Board members; and networks with other health agencies to advance the IHC's mission.

**Vision, Mission, and Strategic Planning:** Works with the Board of Directors, Senior Management and community partners to create a shared vision of strategic goals for organizational improvement and growth, scope and quality of programs and services, resource development and allocation, and measurable impact on health status for targeted and community population groups. Monitors current and emerging legislation and contributes to advocacy efforts at the local, State, and Federal levels that impact funding streams, health care delivery system models, payer source requirements, and program expectations for FQHCs and urban Indian health programs. With staff and Board, develops and implements annual and long-range strategic plans that advance the Indian Health Center's mission.

**Operations and Program Development:** Supervises the Chief Medical Officer (CMO). Works closely with the CMO to oversee operations of the Medical Department and the ongoing provision of high-quality services. Supervises the Chief Operating Officer (COO). Works closely with the COO on fund development activities; oversight of the Counseling, CWO, Dental, and WIC departments; quality improvement and compliance; and public relations and marketing. Coordinates with operational and management staff to maintain and monitor effective organizational performance as it relates to grant and contract requirements and all local, State, and Federal laws and regulations.

**Fiscal Management:** Supervises the Chief Fiscal Officer (CFO). Ensures that solid budgeting and financial accounting systems are in place and that the Indian Health Center's goals and strategic plans serve as the basis for sound financial planning.

**Fund Raising and Resource Development:** Leads fundraising strategies. Develops relationships with current and potential funders to obtain resources for IHC. Strategically develops new programs and services with funding opportunities.

**Personnel Management:** Supervises the Human Resources (HR) Director. Works closely with the HR Director to ensure that IHC's most valuable asset is effectively used and supported and that all applicable laws and regulations are followed. Manages organization and organizational change, assures competent leadership staffing to provide the highest quality of operational and professional management skills, and leads management team growth and development.

**Board Relations and Development:** Develops Board members to be effective strategic thinkers and advocates for the IHC. Helps Board understand health care reform and the latest in health care trends, changes in population, proposed changes to reimbursement models, etc.

**External Public Relations and Marketing:** Establishes and maintains positive relationships with the American Indian community, the local clinic consortium, the county, policy leaders, and elected officials at the county, state, and Federal levels. Advocates on behalf of the agency to educate elected and regulatory officials on the value and contributions of the IHC and CHCs in general. Oversees the development and implementation of agency public relations materials and a marketing plan for the Center and its programs.

**REQUIRED QUALIFICATIONS:**

1. Master's degree in public health.
2. At least five years of experience leading a large primary care ambulatory clinic.
3. Extensive knowledge of California health care delivery systems including Medi-Cal and managed care. Experience with the federal Indian Health Service is a plus but not required.
4. In-depth knowledge of current health care trends, and ability to inspire and lead others in pursuing strategic initiatives that take advantage of changes.
5. Understanding of the health disparities and social determinants of health for all of the populations that IHC serves.

*Preference is given to qualified American Indians in accordance with the American Indian Preference Act (Title 25, U.S. Code Section 472 and 473). In other than the above, the Indian Health Center of Santa Clara Valley is an equal opportunity employer.*

**SALARY AND BENEFITS:** Salary offered is competitive with executive positions in comparable organizations. IHC offers a comprehensive benefits program including health, dental, vision, life and disability coverage. A voluntary 403(b) retirement plan and a 401(k) plan are available, with an employer match.

**APPLICATION PROCESS:** Applicants should email their resume and cover letter describing their qualifications to: Barbara Miao, CFO, 1211 Meridian Ave, San Jose, CA 95125  
email: [bmiao@ihcscv.org](mailto:bmiao@ihcscv.org) or by fax: 408-448-1041