

BEAVER ISLAND RURAL HEALTH CENTER

Beaver Island, MI.

Position: Managing Director, Beaver Island Rural Health Center

Reports to: The Board of the Beaver Island Rural Health Center

Posting Date: 8/10/21, posted until filled

The Beaver Island Rural Health Center is a small clinic located on the largest Island in Lake Michigan. The 55.8 square mile island is located approximately 32 miles from the city of Charlevoix. Beaver Island has a year round population of about 700 people, but the population swells during the summer with tourists and annual visitors who enjoy the rural setting and miles of sandy beaches.

Nature of Work:

Responsible for providing strategic leadership and management of the Beaver Island Rural Health Center. Works closely with the Health Center Team of physicians, clinicians, support personnel, and the Center's Board of Directors to enhance the development, coordination, and implementation of programs, policies, and procedures. The incumbent is accountable for managing the day-to-day operations of the Health Center consistent with the Center's Mission and Values.

Major Duties and Responsibilities

Leadership and Planning:

- Acts as a champion for change and identifies, documents, shares, and promotes best practices in line with the strategic plan for the organization.
- Participates in the planning and budget maintenance process.
- Works with Board and Health Center Team to identify, develop, and implement Center goals and policies.
- Collaborates with other Health Care Organizations on- and off- island to provide support to the Center's Mission. On-island collaboration includes but is not limited to collaboration with entities such as the Council on Aging and EMS.

Operations:

- Ensures compliance with policies, procedures, and regulatory guidelines.
- Establishes a positive workplace culture and handles operational issues or problems as they arise.
- Accountable for activities that will enhance operational efficiencies, improves patient satisfaction and that provides cost effective healthcare solutions.
- Encourages and secures the services of visiting Health Care Specialist to increase the Center's offerings of health services.

Management & Supervision:

- Manages day-to-day clinic operations.
- Supervises all full, part time and contractual employees.
- Plans and coordinates the activities of the Health Center Team.
- Has full authority to hire, release, evaluate, set goals and provide training for health team members.
- Provides on-going performance feedback and addresses problems.
- Takes corrective or disciplinary action as needed.
- Monitors workflow and offers support when appropriate.

- Meets with staff health team members to review opportunities for improvement or development or to resolve-pending issues.

Financial:

- Prepares annual budget for Board approval.
- Administers and oversees the Center's budgets; and works with the Board Treasurer to monitor endowments and special project accounts.
- Collaborates with the Board on fundraising endeavors and participates in BIRHC fundraising efforts.
- Writes and submits grant proposals and provides oversight and financial administration of federal, state, and private grants.
- Creates the Center's work schedule and manages labor costs to budget.
- Manages resources in line with the approved budget.
- Oversees the purchase of medical and office supplies plus Board approved capital equipment necessary for the clinic.
- Administers a maintenance program for all office and medical equipment for timely repairs and proper functioning.
- Purchases, receives, and authorizes payment of equipment and supplies necessary for the efficient running of the clinic.
- Meets with vendors, evaluates their products, makes recommendations, and directs the purchase of all Board approved capital equipment.
- Assures accuracy of payroll and expense records and processes in a timely manner.

Assessment:

- Leads strategic planning activities and ongoing assessment, implementation, or corrective actions for the strategic plan.
- Accountable for collecting, organizing, and analyzing data in addition to generating and providing accurate and complete reports for the Board of Directors and/or regulatory agencies.
- Collaborates with the Health Center Team to assess information needs to facilitate the provision of quality patient care, proper coding, and efficient use of clinical resources.
- Evaluates daily operations to ensure the Health Center is providing quality care and is compliant with safety policies and procedures, and OSHA regulations.
- Analyzes complaints and acts to make appropriate changes.

Client Services:

- Communicates with patients and/or care providers as requested or needed.
- Implements initiatives to improve patient satisfaction.
- Resolves client issues and escalations and oversees client follow-up communication.
- Encourages and secures the services of visiting Health Care Specialists to increase the Center's offerings of health services.
- Accountable for activities that will enhance operational efficiencies, improves client/patient satisfaction and that provides cost effective healthcare solutions

Professional Development:

- Formulates plans for personal and the Health Center Team professional development.
- Attends continuing educational opportunities as appropriate.
- Participates in professional activities and organizations to maintain knowledge of current trends, practices, and developments.

Community:

The BIRHC is part of an active and engaged community which includes amenities and resources such as the Central Michigan University Biological Station Campus; Beaver Island Community Center; Beaver Island District Library; Northern Islander, a monthly newspaper; WVBI (100.1 FM), an independent, nonprofit, community-run radio station; an art gallery; and a wide variety of seasonal festivals and events for all ages and interests. As a key member of the community the managing director:

- Acts as the Spokesperson for the Beaver Island Rural Center in the community
- Develop and maintain relationships within the surrounding community (local government, civic organizations, other practices, chamber of commerce, etc.), as well as develop strategic relationships with other rural health leaders around the state and region.
- Collaborates with the BIRHC team members, Board of Directors, and the Board President to ensure all programs and services reflect the Center's mission and core values.
- Assists the Board President in communicating and garnering levels of support, by serving as an advocate for the mission and goals of the Center among its various constituencies.
- Serve on community committees such as the BIEMS Board and the Beaver Island Emergency Services Authority.
- Contribute and participate in outside activities to help promote goodwill and service.

Education/Experience/Minimum Qualifications and Key Competencies:

- Bachelor's degree in Nursing¹ or Master's degree in Nursing¹ preferred, or Bachelor's degree in business, healthcare administration, or related healthcare field desired. 10+ years of relevant health care administration experience may substitute for the bachelor's degree requirement.
- Five years of experience in a medical setting in positions of increased responsibility is desired.
- Rural Health Clinic work experience and knowledge of operations and services are desired.
- Excellent interpersonal and customer skills desired.
- A background of successful cooperation with elected officials; boards; commissions; other community, state, and Federal agencies; non-profit groups; and citizens is preferred. This role will require cooperation with groups such as BIRHS, EMS, Northwest Michigan Community Health Agency, Michigan Rural Health Center, VA, and the Charlevoix County Community Foundation.
- Three to five years of experience in management and supervision of people desired.
- Ability to communicate with people at all levels within the organization desired.
- Competencies: Possess the ability to use PC-based computer programs. Must be able to effectively communicate verbally and in writing. The incumbent must be able to effectively and independently plan, organize, and prioritize their work schedule. Strong experience and expertise with electronic medical records (EMR) desired.
- Availability for nights, weekends, and holidays as determined by current BIRHC needs.
- Subject to pre-employment background screening.

Application:

Please email a cover letter and current resume with three professional references (including one from a medical/clinical setting) to:

Kate Leese, Search Committee Chair
BIRHC Board of Directors
kleese@kineticscompany.com
312-919-7386

¹ License must be current to practice as a registered nurse by the Michigan Board of Nursing.