

The Medical Health Associates of Western New York (MHAWNY) has an opportunity for an accomplished leader to serve as the Chief Executive Officer.

Job Title: Chief Executive Officer

Department: Administration

Status: Exempt

Reports to: President, Board of Managers

Direct reports: MHAWNY Administrative team

Shared reports: MHAWNY providers

General Summary: As the highest executive position in the company, the CEO will be responsible for executive leadership, strategic direction, organizational development and overseeing operations and related lines of business.

Essential Job Responsibilities:

1. Works with Board of Managers to develop and implement the MHAWNY mission and strategic plan.
2. Develops and updates organizational design for maximum productivity and control of quality and costs.
3. Ensures the financial viability of MHAWNY by maintaining control systems to control finances and staffing.
4. Ensures MHAWNY compliance with all regulatory agencies governing health care delivery and the rules of accrediting bodies. Continually monitors operations, programs, physical properties. Initiates appropriate changes in sync with Board and Divisional leadership.
5. Represents MHAWNY in its relationships with other health organizations, government agencies, vendors, the public and third-party payers.
6. Serves as liaison and channel of communication between the Board, Divisions, standing and ad hoc Committees.
7. Serves as Compliance Officer. Monitors compliance across company to execute formal compliance plan; delegates responsibilities as needed.
8. Serves as Privacy and Security Officer. Prepares and monitors privacy policies and procedures across company; delegates responsibilities as needed.

Education: Graduate degree in health care administration or business administration.

Experience: Minimum ten (10) years of executive-level experience, including five (5) years of experience in medical practice administration.

Performance Requirements:

Knowledge:

1. Thorough understanding of the health care environment.

2. Specific knowledge of finance, cash management, marketing, human resources, IT, management, and public relations in health care.
3. Commitment to learning and developing knowledge base.

Skills:

1. Skill in exercising a high degree of initiative, judgment, discretion, and decision-making to achieve company goals as per the Board of Managers.
2. Skill in communications across all levels of MHAWNY and outside agents.
3. Skill in establishing and maintaining effective working relationships with company leadership, staff, policy-making bodies, third-party payers, patients, and the public.
4. Skill in organizing work, delegating, and achieving goals and objectives.

Abilities:

1. Ability to identify trends and enable a work environment within which staff are motivated toward changes needed to adopt and remain competitive.
2. Ability to identify opportunities for improvement, efficiency, and change.
3. Ability to communicate and collaborate with Board and Divisional leadership staff, government officials, and the public.
4. Ability to guide management in its responsibilities while maintaining commitment to effective team functioning.
5. Mentoring growth and continued development of MHAWNY leadership.

Equipment Operated: Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.

Work Environment: Position is in a well-lit office environment. Non-traditional hours, evening, and weekend hours, as needed.

Mental/Physical Requirements: Involves sitting approximately 80 percent of the day, walking, or standing the remainder. Stressful situations can occur.

Salary range \$140,000-\$160,000

Contact for applicants:

Cheri Kelly, SHRM-CP

Director of Human Resources

ckelly@mhawny.com

Medical Health Associates of Western New York, PLLC

8205 Main Street

Suite 10

Williamsville, NY 14221