

Wheat State Healthcare, Inc.

534 S. Kansas, Suite 330, Topeka, KS 66603
Telephone (785) 234-4773 Fax (785) 234-3189
www.wheatstatehealth.com

Position: Director

Job Classification: Exempt, Full-time

Work Schedule: As mutually determined

Reporting Relationship: Board of Directors (hereinafter "Board")

Primary Accountability:

The Director serves as the primary administrator, key visionary, leader and spokesperson of Wheat State Healthcare, Inc hereinafter referred to as "IPA". This position is accountable to the Board for matters of all financial management, policy development, program services and operations, public relations and capital development. This position represents the IPA to the community including all members and partners. The Director communicates with the Board in a timely manner and exercises high-level skills of problem solving and decision-making in matters that have a major impact on the on-going success of the organization.

Major Duties:

- Identifies and pursues business opportunities for the IPA that lead to upside opportunities as well as potentially some risk/reward opportunities for IPA members that result in improvement and enhancement of services and treatment for those served by members.
- Develops policies and procedures for the IPA.
- Assesses and evaluates financial and clinical integration for the IPA and its members and parent company, the Association of Community Mental Health Centers, Inc, hereinafter referred to as the "Association."
- Manages and supervises staff and contracts as necessary.
- Contributes to overall public policy efforts of the IPA and the Association as necessary.
- Supports and directs the Board in establishing and managing an annual budget for the IPA and to meet current and long-term financial needs of the organization.
- Works closely with the Board to develop and implement a strategic vision and goals for the organization.
- Serves as the IPA's principal representative and spokesperson to the greater community.
- Establishes, cultivates and maintains relations with members, partners, and stakeholders to support organizational programs and activities.
- Helps to prepare for approval and maintain accountability for current year operating budget.
- Coordinates and assists all Board committees to ensure effective board governance.
- Works with the Board regarding banking and investment accounts.
- Oversees IPA operations including privacy and security of any personal health information or other health records and data.
- Maintain current knowledge and understanding of all IPA related rules, regulations, and laws.
- Performs additional duties as assigned by the Board.

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Qualifications:

- Bachelor's Degree, is required. Master's Degree is preferred.
- At least five (5) years' experience in general areas of human relations, communications, business administration, public administration, development, and grant writing.
- Passion for the mission of the Association and a compassionate understanding of the needs of individuals in behavioral health crisis.
- Must have progressive management experience and additional experience in developing and controlling a budget.
- Must have experience in developing projects and evaluating results.
- Exceptional planning skills, goal and results oriented and deadline driven.
- Must have experience in a similar role with the proven ability to make critical decisions to drive positive operational and financial performance.
- Must have knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Must be capable of providing strategic direction, leadership and vision to staff, contractors and the Board.
- Must have strong computer and word processing skills, in particular Word, Excel, PowerPoint and Access.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze information and use logic to address work-related issues and problems.
- Must have understanding and ability to educate relevant parties on all relevant health information and privacy laws.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, talk on the phone.
- Ability to lift up to 25 pounds.
- Ability to travel, as needed. Valid driver's license, is required.

Work Environment:

- Professional and deadline-oriented environment in an office setting.
- Interaction with Board, staff, donors and guests.
- Remote flexible (approximately 60/40 ratio home/office).
- In office as needed for meetings and assignments.

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Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Board President Signature

Date