

DIRECTOR OF HEALTH SERVICES JOB DESCRIPTION



SCOPE OF WORK

The Director of Health Services is a full-time, exempt, management position that reports to the Executive Director. The person in this role also serves as the Clinic Administrator and responsible for the implementation of all health services within The Center. In collaboration and support from the Medical Director and Nurse Practitioner, the Director oversees the operational/regulatory compliance of the clinic. Additionally, this individual fosters partnerships with communities, organizations, health professionals, and health care providers.

The Director of Health Services has considerable latitude for the exercise of independent judgment. The ideal candidate will have extensive knowledge of local community resources, outstanding written and communication skills, experience working with diverse populations (particularly LGBTQ+ individuals), and excellent interpersonal skills. This individual will be required to attend continuing education, trainings, seminars, in-service trainings, and other professional development opportunities to stay abreast of relevant literature and to maintain familiarity with trends/changes in public health, and prevention services.

I: FUNCTIONAL RESPONSIBILITIES

A: Leadership:

1. Provide visionary leadership to health service team, setting strategic goals and objectives aligned with our objectives
2. Coordinate and supervise the implementation of all health programs.
3. Foster a culture of collaboration, excellence and continuous improvement among staff and volunteers.
4. Represent the organization and maintain relationships with internal and external LGBTQ+ direct service providers, partners and collaboration related to health services.
5. Lead new policies and planning documents concerning the work of the department, addressing issues of current and future public health impact.

B: Program Development, Delivery, and Evaluation:

1. Assist regular assessments and evaluations of program effectiveness and outcome in meeting objectives.
2. Help with the identification of funding opportunities and assist with grant proposals.
3. As needed, develop, and maintain appropriate advisory groups for programs within the department.
4. Ensure programs adhere to best practices, regulations and funding requirements.

C: Department Operations:

1. Oversee day to day operations for all health services within The Center
2. Work with The Center's leadership structure to achieve the department's goals and objectives.
3. Provide analysis, interpretation, revision of the department's policies and procedures.
4. Manage program budgets and resources ensuring efficient use and allocations
5. Implement and monitor quality assurance measures to maintain high standards of care and service delivery.

D: Board of Directors

1. Attends board meetings and provide program updates and internal issues or challenges.
2. As required by the ED, makes regular and/or special programmatic reports.

E: Personnel:

1. Adhere to The Center's personnel policies and procedures.
2. Provide meaningful coaching and mentoring opportunities to help in the professional development of staff.
3. As needed, provide individual and/or group supervision for department staff according to Center policies.

II: QUALIFICATIONS

- A master's degree in public health, healthcare Administration or related field.
- Significant experience in healthcare management or administration, at least 5-10 years of progressively responsible roles. Preferably in sexual health education, HIV prevention and STI screening. Experience in a non-profit or community health setting a plus.
- Strong leadership abilities to effectively manage and motivate a diverse team, set strategic goals and foster a collaborative and supportive work environment.
- Experience in developing, implementing and evaluating healthcare programs resulting in measurable success and program growth.
- In-depth understanding of healthcare regulations, compliance requirements and quality standards.
- Ability to pass FBI background check
- Must have access to reliable transportation, a valid driver's license, and a driving record that will support The Center's liability insurance provider.

III: COMPENSATION

- Salary \$120,000-\$130,000

- Other benefits include (medical, vision, dental, paid sick time, vacation, holidays, 401K)
- Optional benefits include (critical life/illness and legal insurance)

IV: AFFIRMATIVE ACTION STATEMENT

The LGBTQ Center Long Beach (The Center) is an Affirmative Action/Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its hiring practices and activities. All employment decisions shall be made without regard to any of these characteristics.

ONE IN LONG BEACH, INC
dba THE LGBTQ CENTER LONG BEACH
EMPLOYMENT APPLICATION



The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its employment practices and activities. All employment decisions shall be made without regard to any of these characteristics.

INSTRUCTIONS:

Please complete all fields. Incomplete information could disqualify you from consideration. Please submit a cover letter, resume, and this application and email to **Ellie Perez, Executive Director, at eperez@centerlb.org.**

PART I: CANDIDATE'S INFORMATION

| | | | |
|----------|--------|----------------------|--|
| Name: | | Date: | |
| | | Pronouns (Optional): | |
| Address: | | | |
| City: | State: | Zip code: | |
| Phone: | | Email: | |

PART II: PREVIOUS EMPLOYMENT WITH THE CENTER

| | | | | |
|--|--------------|------------|------------------------------|-----------------------------|
| Have you ever been employed by The Center? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| DATE(S): | FROM: | TO: | | |
| WHAT WAS YOUR ROLE? | | | | |
| WHO WAS YOUR STAFF SUPERVISOR? | | | | |

PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER

| | | | | |
|--|-----------------------------------|--------------|------------------------------|-----------------------------|
| Have you ever volunteered at The Center? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| DATE(S): | <input type="checkbox"/> One time | FROM: | TO: | |
| WHAT WAS YOUR ROLE? | | | | |
| WHO WAS YOUR STAFF SUPERVISOR? | | | | |

| PART IV: SERVICES FROM THE CENTER | | | |
|---|-----------------------------------|-------|--|
| Have you ever received any services at/from The Center? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| DATE(S): | <input type="checkbox"/> One time | FROM: | TO: |

| PART V: AVAILABILITY | | | | | | |
|---|--------|------------------------------------|---|----------|--------|--|
| For which position are you applying? | | | | | | |
| What type of work are you seeking? | | <input type="checkbox"/> Full time | <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary | | | |
| On what date can you start? | | | | | | |
| Please use the spaces below to write which days and hours you are available for work. | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| AM | AM | AM | AM | AM | AM | AM |
| PM | PM | PM | PM | PM | PM | PM |
| If needed, can you work overtime? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| PART VI: EDUCATION | | | | |
|--|------------|-----------------|-----------------|----------------|
| Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+ | | | | |
| Institution's Name | City/State | Years Completed | Graduation Date | Diploma/Degree |
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| PART VII: JOB RELATED SKILLS | | | |
|--|--|------------------------------|-----------------------------|
| Language skills: Are you fluent (speak, write, read) in any other language other than English? <i>If so, please describe below.</i> | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center. | | | |
| Have you read the job description? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you understand the requirements of the job? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| PART VIII: EMPLOYMENT HISTORY | | | |
|--|-------|--------------------------|--|
| <input type="checkbox"/> I am still working for this employer | | May we contact employer? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Employer's Name | | | |
| City/State | | Phone | |
| Position/Job Title | | Supervisor's Name | |
| Dates of Employment | From: | To: | |
| Duties/Responsibilities | | | |
| Reason for leaving | | | |

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|-------------------------|-------|-------------------|-------|--|
| Employer's Name | | | | |
| City/State | | | Phone | |
| Position/Job Title | | Supervisor's Name | | |
| Dates of Employment | From: | | To: | |
| Duties/Responsibilities | | | | |
| Reason for leaving | | | | |

| | | | | |
|-------------------------|-------|-------------------|-------|--|
| Employer's Name | | | | |
| City/State | | | Phone | |
| Position/Job Title | | Supervisor's Name | | |
| Dates of Employment | From: | | To: | |
| Duties/Responsibilities | | | | |
| Reason for leaving | | | | |

| PART IX: PROFESSIONAL REFERENCES | |
|---|--------------|
| Name | Relationship |
| Email | Phone |
| | |
| Name | Relationship |
| Email | Phone |
| | |
| Name | Relationship |
| Email | Phone |

ACKNOWLEDGMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature _____

Date _____