

CLINTON • EATON • INGHAM

COMMUNITY MENTAL HEALTH AUTHORITY

TITLE: CHIEF EXECUTIVE OFFICER

EXEMPT
Training Category: C

General Summary

The Chief Executive Officer is an “at will” employee who serves at the direction of the Board of Directors. Responsibilities Include:

- Directing Senior Leadership staff as well as services provided.
- Overseeing contractual agreements with other organizations engaged in providing a wide range of mental health services to residents of Clinton, Eaton and Ingham Counties in accordance with the approved plan and budget, the general policies established by the CMHA-CEI and the provisions of Chapter 2 and other appropriate sections of the Michigan Mental Health Code.
- Ensuring the application of sound financial, human resources, information, and program management practices.
- Making recommendations concerning policy, assists in development and implementation of procedures for all programs and departments.
- Providing general leadership and recommendations to the Board of Directors and Senior Leadership in the development of long/short range strategies and direction and comprehensive planning.
- Seeking new funding sources and coordinating the agency funds and development activities.
- Serving as spokesperson for CMHA-CEI on matters of established policy or preliminary program development, and serves as liaison with local, state and federal agencies.

Responsible for carrying out all activities of the office in a manner that fulfills CMHA-CEI's mission, policies and procedures. The listed functions may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Performance is rated based on one or more of the following measurements: Clinical Records Review, Observation, Individual supervision, Video/Audio Tape Review, Joint case consultation, or Consumer/Family feedback

Performance ratings: E=Exceeds Expectations M=Meets Expectations
N=Needs Improvement N/A=Not applicable for this staff member

| Essential Job Duties | |
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| 1. | Plans, organizes, directs, and controls the activities of CMHA-CEI operations through the application of a range of management and leadership skills in accordance with the agency's Strategic Plan. Ensures agencies missions and goals are achieved. |
| 2. | Leads the development of staff recommendations to the Board on new programs or major policy changes/revisions, and assures the effective implementation of these programs or changes, and effectively delegates responsibilities. |
| 3. | Analyzes program performance and community needs. Continuously monitors program and department performance, evaluating requests for changes to improve service from staff and consumers, coordinates unit cooperation to eliminate duplication and adjusts practices to established policy as necessary. |
| 4. | Directs preparation and approval of Department of Community Health Annual Plan and CMHA-CEI Strategic Plan, annual budget and support materials for Board examination. Presents staff recommendations and has final staff responsibility for budget control throughout the fiscal year. Assures proper expenditure, revenue controls, and effective budge process methods. Appropriate and timely information to the board regarding budget concerns and issues. |
| 5. | Responsible for hiring, evaluating and terminating clinical and senior management and support staff who report directly to the Executive Director. Has final staff responsibility for personnel practices, staffing, employee performance and delegate's personnel activities in accordance with CMHA guidelines. Ensures hiring competencies and qualified staffing. |
| 6. | Coordinates relationships with community organization and groups, current and potential funding services, local, state and federal organizations in governmental units, and elected officials to promote efficient and effective Community Mental Health Authority services. Facilitates with government representation in the Clinton, Eaton, and Ingham area. |
| 7. | Represents CMHA-CEI as a delegate to the Association of Community Mental Health Boards and other local, statewide and national bodies and as a member on committees of these groups to promote the interests of CMHA-CEI, its consumers and staff. |

| Essential Job Duties (continued) | |
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| 8. | Ensures that operational direction and supervision is adequately supervised and provides direction to managerial, professional and support staff, delegating as necessary. |
| 9. | Maintains liaison relationship with federal, state and local mental health officials in effort to define procedures, statutory requirements and funding. Coordinates the organization's media and public relations activities, including: speaking to community groups, maintaining relations with media representatives and writing and speaking on a variety of subjects relating to mental health. |
| 10. | Maintains a strong working knowledge of current trends in health care specifically with regard to mental health, substance abuse, and developmental disabilities. |
| 11. | Serves as the chief liaison to the Board of Directors, serving to support Board decision-making. Consults with the board regarding any new policy issues and concerns on continuous basis. Reports to board that are concise relative, and informative. |
| 12. | Builds consensus among parties with differing viewpoints to obtain a working agreement. Assumes other duties and responsibilities as assigned by the CMHA-CEI Board of Directors. |
| 13. | Maintains productivity standards relative to the requirements of the position. |
| 14. | Establishes and maintains effective community relations including but not limited to consumers, staff, Board of Directors, outside agencies, service providers, vendors, accrediting bodies, and any other entities involved with the Board. |
| 15. | Responsible for knowledge about consumer recipient rights and procedures governing them, including the results from recipient rights issues. |
| 16. | Responsible for the knowledge, and adherence to, all CMHA-CEI policies, procedures and the Michigan Mental Health Code. |
| 17. | Observes all rules of confidentiality as it relates to consumer information, both internally and in dealing with outside individuals and/or agencies and all the state agencies, regulatory or professional guidelines and practices. |

The job description is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of the Board of Directors to assign and direct the work of this position. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty. As applicable to the work performed, will be knowledgeable about and actively support culturally competent recovery based practices, person centered planning as a shared decision making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals, and a trauma informed culture of safety to aid consumers in the recovery process.

Employment Requirements:

Education: **Must be (per Michigan Department of Community Health, Mental Health and Substance Abuse Services Administrative Rules R330.2081):**

- a. Possession of a Master's Degree in Social Work, Psychology, Public Health, Business Administration, Management, or other similar field related to mental health public administration required.

Experience: Five years of professional administrative experience in management required. The areas of community mental health administration, hospital administration, public administration, institution management, business administration, or public health are deemed to be relevant fields of management.

Four years experience in a mental health, human services, or health care setting. Knowledge of mental health or human services principles and administrative practices is essential.

A minimum of three years at a senior administrative level required.

Additional Requirements:

Licensure compliant with educational degree.

Ability to write reports, clinical and administrative correspondence, and procedure manuals.

Effectively communicates in oral and written form including public speaking and information presentations to questions from groups of Board members, managers, employees, persons served and the general public.

Computer skills are necessary.

Must be able to calculate figures and amounts pertaining to budgetary functions for monitoring.

Performs a variety of projects at one time and be accountable for continued progress. Meets rigid deadlines and performs quality work in an efficient manner.

Must be able to attend and participate in evening and possible weekend meetings.

Must possess strong and positive leadership skills.

Access to reliable means of transportation for job related use required.

Must pass a State of Michigan police clearance check.

Must pass a pre-employment drug screen.

**Physical
Requirements:**

Ability to physically access agency and community facilities.

Ability to sit for extended periods of time.

**Environmental
Factors:**

Office environment.

Normal levels of sound and artificial lighting in the work place.

**Office
Equipment:**

Regular use of the telephone, computer, calculator and copy machine.