

## **DIRECTOR OF OPERATIONS**

Desert Senita Community Healthcare is seeking a **Director of Operations** to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

### **The ideal candidate will have the following education and experience:**

- Bachelors degree in Health Care Administration or related field required, Masters degree preferred
- 5 years (minimum) experience in roles of similar complexity and organizational responsibility, preferably in federally qualified health care setting
- Sound administrative skills, well-developed management skills—principles and people
- Strong analytical, numerical, and reasoning abilities
- Participative management type—advocates team concept
- Well-developed interpersonal skills. Ability to get along with diverse personalities. Tactful, mature
- Excellent communication skills, written and verbal

### **The ideal candidate will also possess the following knowledge, skills, and abilities:**

- Ability to work effectively with a wide variety of vendor, regulatory and administrative staff within the organization and in the community.
- Reviews and approves adequate plans for the control of planned outputs, budget spending, labor efficiency, material efficiency, customer service, and order entry efficiency
- Presents monthly reports on performance as requested by the Chief Executive Officer
- Evaluates performance and recommends merit increases, promotion, and disciplinary actions
- Undertakes special projects as directed by the CEO.
- Coordinates and collaborates with other members of the senior leadership team in establishing and carrying out responsibilities.
- All other duties as assigned

**For questions, please contact HR at [HR@desertsenita.org](mailto:HR@desertsenita.org). To apply, email your cover letter, resume, and our Employment Application to [HR@desertsenita.org](mailto:HR@desertsenita.org)**

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.