



## WASATCH HOMELESS HEALTH CARE, INC.

Salt Lake City, UT

### POSITION POSTING

<b>Position Title:</b>	Chief Operating Officer	<b>Date:</b>	February 2022
<b>Department:</b>	Administrative	<b>FSLA Status:</b>	Nonexempt
<b>Supervisor:</b>	Chief Executive Officer	<b>Status:</b>	Full-time
<b>Amount of Travel:</b>	Limited local travel	<b>Salary:</b>	Competitive

#### Organization Overview

Wasatch Homeless Health Care, Inc., (WHHC) dba Fourth Street Clinic, Salt Lake City's leading nonprofit healthcare provider for homeless Utahns is an FQHC Patient Centered Medical Home that operates with a staff of 50 and a volunteer network of more than 150. Annually, the clinic serves over 5,000 homeless men, women and children with 32,000 primary care, mental health, substance abuse, dental, specialty care and case management visits. Fourth Street Pharmacy dispenses 60,000 medications. Fourth Street Clinic operates one fixed clinic site and a mobile medical clinic. By increasing homeless Utahns' access to primary care, Fourth Street Clinic is a major partner in ending homelessness, promoting community health, and achieving across-the-board health care savings.

#### Position Overview

Fourth Street Clinic is seeking a Chief Operating Officer who will be a member of the Executive leadership team. The Chief Operating Officer will be the principal operation lead at Fourth Street Clinic. This role is responsible for operational functions that ensure high-quality clinical outcomes and service experience for patients and providers.

#### Core Responsibilities

- Working in partnership with the executive team to drive organizational vision and operational strategies by implementing new processes.
- Translate operational strategies into actionable and measurable goals for performance and growth that ensure alignment with short-term and long-term objectives in tandem with the CEO and executive team.
- Oversee operations at our main clinic, outreach locations, and the pharmacy.
- Oversee quality improvement and assurance and risk management activities organization wide.
- Handle all contracts, including business and vendor contracts, subcontracts, and federal agreements. Ensures contracts are renewed and terminated as needed.
- Adhere to health center, federal, state, and local requirements, monitoring and enforcing compliance and taking action when necessary
- Analyze internal operations and identify areas of process improvement
- Monitor performance with tracking and establish corrective measures as needed, and prepare detailed reports, both current and forecasting. Maintain and build trusted relationships with key customers, clients, partners, and stakeholders

**Qualifications:**

- Masters of Healthcare Administration, or similar management degree, or clinical discipline
- Demonstrated experience in program development and implementation
- Solid grasp of data analysis and performance metrics
- Demonstrated success in driving clinical and operational improvements
- Strong oral and written communication skills
- Demonstrated ability to foster an inclusive work culture

**Preferred Qualifications:**

- Be able to diagnose problems quickly and have foresight into potential issues
- Prior experience in a health care setting with progressive responsibilities and leadership

If interested, please send resume/CV to:

[jobs@fourthstreetclinic.org](mailto:jobs@fourthstreetclinic.org)

**No phone calls please**

*Fourth Street Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Fourth Street Clinic complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

*Fourth Street Clinic expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fourth Street Clinic employees to perform their expected job duties is not tolerated.*