



**Job Description**  
**Job Title: President/Chief Executive Officer**

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**Classification: Exempt:**

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**SOUTH FLORIDA BEHAVIORAL HEALTH NETWORK is the Managing Entity responsible for overseeing behavioral health and substance use treatment for Miami Dade and Monroe Counties, serving a population of 2.8 million people. It seeks a progressive and experienced leader as its next Chief Executive Officer (CEO). This is an outstanding opportunity for a visionary, collaborative, results oriented leader to join an organization that is committed to the delivery of quality care, accountability, team work, diversity, excellence and measurable patient, provider and network outcomes. This individual will report to the Board of Directors of SFBHN and will be responsible for the successful attainment of the vision, mission and strategic objectives of the organization.**

**SUMMARY: The next CEO will:**

- Lead operational decision-making processes necessary for the achievement of the vision, mission and strategic objectives of SFBHN
- Execute and oversee all contractual agreements needed for the achievement of SFBHN goals
- Maintain appropriate information flow and relationships with the relevant state governing offices, and serve as an effective advocate for appropriate state resources
- Provide cultural leadership for SFBHN, setting standards for teamwork, work environment and operating excellence
- Develop, retain, recruit, and inspire a highly qualified and diverse staff, responsive to current and evolving needs of the SFBHN
- Promote collaboration within the SFBHN system, and between SFBHN and relevant local, state and regional systems and allied agencies
- Design and implement processes for continuing quality improvement in the delivery of high quality patient care, supporting patient-level, provider-level and system-level metrics
- Seek additional external funding for programs and research related to advancing the SFBHN mission, including for example research focused on improving quality of care and outcomes
- Represent SFBHN within the community, with news media and with relevant government offices, serving as an effective public advocate for the vision, mission and objectives of SFBHN
- Maintain effective communication and engagement with the Board of Directors of SFBHN.

**Core Competencies include:**

- Knowledge of medical and/or behavioral healthcare operations and functions, trends and policies, as well as relevant knowledge regarding evidence-based disease management
- Outstanding written and verbal (e.g., public speaking) communication skills
- Self-directed, highly organized, and detail-oriented

- Strong planning, project management and analytic skills, and the ability to make timely, effective business decisions under pressure
- High productivity and the capacity to successfully manage multiple projects/responsibilities simultaneously
- Strong leadership behaviors that effectively lead, influence and empower others
- Commitment to teamwork with outstanding interpersonal skills, including change management experience and demonstrated ability to work with all levels of an organization
- Must possess personal and professional values such as integrity, honesty, respect for persons and loyalty.

**Core Accountable Functions include the following, as well as other work-related duties as assigned.**

**The CEO will:**

1. Oversee and set performance expectations for organization operations including grants management, budgeting, negotiations, personnel management, training, facilities management, financial oversight, contract writing and management, operational policies and procedures and daily functions, ensuring cost effective and efficient use of resources.
2. Serve as the effective public spokesperson for the organization and the mental health needs of our population.
3. Manage communications with the governing state agency and serve as an effective advocate for appropriate state resources
4. Lead the organization in provider management and engagement. Specifically, the CEO will lead SFBHN efforts to continuously engage providers to embrace and achieve quality improvement goals, including the communication of relevant process and outcome metrics, as well as current and emerging standard of care goals.
5. Promote organizational growth and transformation by identifying areas of needed change (e.g., via ongoing strategic planning processes) and creating a vision that will inspire, influence and motivate employees at all levels of the organization to embrace new ideas and objectives.
6. Oversee efforts for continuous quality improvement within SFBHN.
7. Responsible for structure and management of SFBHN personnel, including setting the tone for how staff interact with the public, including consumers, funders, stakeholders.
8. Responsible for negotiating the terms and deliverable for all contracts, grants, and other operational funding instruments necessary for SFBHN to meet its obligations to manage and fund a coordinated system of behavioral health services for Miami-Dade and Monroe Counties.
9. Determines how best to distribute limited resources to meet the Behavioral Health need of Miami-Dade and Monroe Counties based on factors that include Community and Stakeholders input, funding restriction, data analytics on needs, treatment outcomes, services gaps, and evidence based practices, in order to cost effectively subcontract Behavioral Health funds to obtain the maximum amount of services for every expenditure ensuring that all sub groups in need of Behavioral Health service have equal access to the limited services available.
10. Manage scarce funding resources by smart distribution of funds, detailed contract negotiations, strict regulatory compliance and disciplined provider outcome accountability.
11. Responsible for financial health and fiscal excellence, including oversight of financial operations and assurance that all transactions are accurate and in accordance with all applicable contracts, laws, rules, regulations, policies and sound accounting practices.
12. Responsible for oversight of the SFBHN data team, including ensuring the completeness and accuracy of reports and data received from sub-contractors. SFBHN's data from subcontractors are used for informational and decision making purposes and validated for accuracy.
13. Responsible for agencies care coordination, utilization management and client placement.

14. Keep state governing body informed of general agency operations; execute or authorize execution of all contractual agreements of the agency.
15. Interpret and implement all fiscal management, programmatic and other guidelines as imposed by funding agencies; approve all financial reports pertaining to the agency operations.
16. Develop and implement administrative procedures for internal operation of the agency; develop maintain and supervise cooperative agreements, relationships and liaison with other agencies on local, county, state and Federal levels.
17. Develop and maintain a public relations program with the community through use of the media, speaking engagements development of informal brochures, etc.

**SUPERVISORY RESPONSIBILITY:** Supervise the retention, recruitment and hiring of all agency staff, supervise performance reviews and evaluations of all agency staff, supervise development of all overall agency policies; supervise preparation of annual budgets; supervise preparation of budgets for new or additional programs; supervise the implementation of existing new and additional programs; supervise both short-term and long-term planning in both programmatic and fiscal areas; supervise maintenance of all personnel records as well as custody of same for all agency staff.

**QUALIFICATION REQUIRMENTS:** Leadership experience within state, county or private medical and/or mental health care systems is required. Advanced degree in relevant area is required. Proven leadership and experience with management of institutional change processes is required. Prior experience in the field of mental health, including behavioral health and/or substance abuse, and knowledge of national, state and community-based resources and funding sources is strongly preferred.