

Kanza Mental Health and Guidance Center
Job Description

Job Title: Chief Executive Officer
Job Classification: Exempt
Reporting Relationship: Governing Board

Primary Accountabilities:

The Chief Executive Officer is responsible for the overall administration and executive administration of Kanza Mental Health and Guidance Center, Inc. while supporting the mission and vision of the organization.

Major Duties:

- Overall administration of the organization within the policies established by the Governing Board (Board of Directors).
- Hiring, assignment, evaluation, correction, discipline and dismissal of all employees, staff members, contractors and others engaged to perform work for the organization.
- Establishes working relationships with other agencies, organizations, and individuals both within and beyond the catchment area of the organization to help ensure the behavioral health needs are served.
- Seeks and maintains funding sources.
- Develops and maintains successful relationships with county and state elected officials and authorities, associations, community mental health centers and other community partners.
- Manages the organization's budget and finances.
- Communicates to the Board of Directors all law, regulation and policy changes that affect the organization.
- Provides information, reports and other requested information to the Governing Board.
- Serves as the CEO of the Kanza Mental Health Foundation Board.

Qualifications:

- Master's or bachelor's degree in Business Administration, Healthcare Administration, Public Health, Public Administration and five years of administrative experience with three years of experience with a community mental health center is preferred.
Or
Master's degree in Social Work, Psychology, Counseling or related field with BSRB licensure and at least five years of experience with a community mental health center is preferred.
- Ability to apply standard administrative business principles to daily operations of the organization and its programs.
- Effective oral and written communication skills.

Supervisory Responsibility:

- Provides direct supervision to the Executive Leadership Team including appointment, assignment, corrective action and termination.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, talk on the phone.
- Ability to lift up to twenty-five (25) pounds.

Work Environment:

- Professional and deadline-oriented environment in an office setting.
- Interaction with staff and members.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by the Governing Board.