

Opened until filled



Chief Operating Officer Job Description

GENERAL DESCRIPTION

The Chief Operating Officer will negotiate contracts, directs and manages development, implementation and promotion of LifePath Systems program divisions. Works with clients, community representatives, funding sources, and other providers to meet contract expectations, and ensure high consumer satisfaction. Evaluates and reports to the CEO the results of overall operations. Seeks to expand program funding through obtaining additional contracts and grants. Updates LifePath and division procedures as needed to ensure compliance with all contracts, legal, and legislative requirements. Leads 1115 reporting and sustainability efforts.

EDUCATION, TRAINING, & EXPERIENCE

- Master's Degree in a Human Service field required.
- Four (4) years' experience in management and supervisory responsibilities required.
- Hands on experience with person with severe mental illness, substance abuse, and/or IDD.

ESSENTIAL TASKS & STANDARDS

- Negotiates contracts, directs and manages ongoing development and implementation of LifePath Systems program divisions.
- Works with clients community representatives, funding sources and other providers to meet contract expectations and ensure high consumer satisfaction.
- Evaluates and reports on the results of overall operations to ensure financial viability and contract fulfillment.
- Supports staff in accomplishment of their performance objectives.
- Participates as a member of the Management Team.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to read, analyze, and interpret complex data reports, financial reports, and legal documents.
- Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Skills in motivating staff.
- Knowledge of managed care systems.
- Ability to manage change productively.
- Must have ability to read and understand complex sets of data.
- Must be able to travel to different sites.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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CERTIFICATES, LICENSES, & REGISTRATIONS

- Must have valid Texas Driver License and a good driving record.
- Must be able to pass a criminal background check.
- Must be able to complete all LifePath Systems training.
- Must be able to provide at least 3 professional or educational references.

BENEFITS

Salary Range: \$100k - \$120k per year

Shift Hours: Monday - Friday 8am - 5pm

We offer a competitive salary and comprehensive benefit package including medical, dental, FSA, 401(k), voluntary benefits, Paid Time Off (PTO) and Extended Illness (EI), and Holidays.

If interested please complete an online application at [LifePath Systems Job Openings](#) and attach your resume

Equal Opportunity Employer

LifePath Systems is an equal opportunity employer (Minorities/Females/Disabled/Veterans). We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local law.

To read more about this, view the [EEO is the Law](#) poster and this [EEO is the Law Poster Supplement](#).