

## **Position Vacancy Executive Director/CEO**

The Heart of Texas Behavioral Health Network's Board of Trustees is currently seeking applicants to fill the Executive Director/CEO position. The Heart of Texas Behavioral Health Network (HOTBHN) is a non-taxing governmental unit that operates under the Texas Administrative Code (TAC) and serves as a Certified Behavioral Health Clinic (CCBHC).

The Center provides a range of services and support, including behavioral health, substance use, intellectual and developmental disability (IDD), and Early Childhood Intervention (ECI) to the people of Bosque, Falls, Freestone, Hill, Limestone, and McLennan counties. The Heart of Texas Behavioral Health Network is one of the largest providers in the region with approximately 508 employees, an annual budget of fifty (50) million dollars, and serves approximately 13,000 individuals annually.

### **Accountability**

The Executive Director/CEO is accountable to the Board of Trustees.

### **Purpose**

The Executive Director/CEO manages the administrative, clinical, and fiduciary leadership of Heart of Texas Behavioral Health Network and is indirectly accountable for all Center employees. In addition, collaborates with senior leaders across multiple disciplines as well as with the Board of Trustees, community partners, and state authorities to accomplish the mission of Heart of Texas Behavioral Health Network and bring strong representation to the State of Texas system of care.

### **Relationships**

The Executive Director/CEO shall communicate and collaborate collegially with leaders of other designated agencies, Texas Health and Human Services, and other state and community partners. In collaboration with the Board of Trustees, establish annual legislative priorities and testify before committees to support Texas system of care interests in legislation and funding. Public policy statements shall clearly reflect positions, approaches and policy developed in conjunction with the Board of Trustees and the senior leadership team. The ED/CEO is expected to demonstrate healthy, supportive relationships with staff and others.

### **Responsibilities (other responsibilities may be delegated by the Board as necessary)**

The Executive Director/CEO shall work with the Board of Trustees, and shall provide direction, leadership and coordination for all programs encompassed by Heart of Texas Behavioral Health Network.

- Strategizes with managers to develop programs in conjunction with Division Directors and Program Managers to ensure the provision of quality services that meet the needs of the community.
- Oversee organizational structure and performance of administrative and clinical service functions ensuring continuity of care, in accordance with the statewide provider agreement requirements for designation.
- Works closely with the Chief Financial Officer to ensure the fiscal health of Heart of Texas Behavioral Health Network, including appropriate investments, acquisitions, and development of the annual budget reflective of the Center's priorities and available funding.
- Collaborates with the Center's internal management and ensures that it functions smoothly, efficiently, and that staff, peers and community members have opportunities to become involved, as appropriate, and participate in administrative, clinical and programmatic decisions.
- Oversee fixed asset portfolio/buildings in order to assess and recommend property renovations and purchases.

- Implement all policies and initiatives as approved by the Board of Trustees. The Executive Director/CEO shall submit a comprehensive Executive Report at each Board meeting and will share operations of various Heart of Texas Behavioral Health Network programs at Board of Trustee's meetings to keep Trustee's current within the fiscal year of Center direction and needs.
- Assumes appropriate responsibilities with established corporate entities in which the Center is a member.
- Maintains positive, productive, professional relationships with Chief Executive Officers from other designated/specialized services agencies.
- Participates within Executive Director/CEO consortium and Texas Council to develop strategic plans and responses related to the Texas system of care, including participating in committees and providing legislative testimony when necessary.
- Attend regularly, county commissioner meetings and develop relationships with all state legislators in the catchment area.
- Ensure compliance with all appropriate federal and state regulatory and legislative requirements; and regulatory guidelines and provisions of all grants received from private, local, state, and federal sources.
- Accountable to the Board of Trustees, for receipt and disbursement of all funds received by the Heart of Texas Behavioral Health Network, through the preparation of an annual budget with the Chief Finance Officer and a review of that budget with the Board, at least quarterly.
- Collaborate with the Chief Administrative Officer and Director of HR to review current and relevant employment and compensation laws, personnel issues, recruitment and on-going assessments of the workforce, while championing a positive workplace culture.
- Collaborates and provides leadership with each Division Director on division's goals, budget, funding issues, and ongoing program's needs.
- Stays apprised of state and national standards for mental health, IDD, Autism and substance use and co-occurring programming.
- Responsible for developing and coordinating a Center information/public relations program to enhance community understanding and support for its efforts in attainment of its mission and being a strong, expert voice and advocate in our field and community.

In addition, the Executive Director/CEO shall demonstrate characteristics of a successful leader such as vision, maturity, integrity, impartiality, a sense of confidence, and professionalism; interpersonal and communication skills; empathy for our staff and consumers; intellectual vigor and the ability to recognize and encourage the attributes in the leaders serving under them.

### **Competencies Required**

The competencies listed here are representative of those that must be met to successfully perform the essential functions of the job.

- Knowledge of Behavioral Health, IDD, Substance Use and Early Childhood Intervention programs and systems.
- Knowledge of Certified Community Behavioral Health Clinic (CCBHC) model and experience in implementing the CCBHC model, preferred.
- Knowledge of contracting, revenue cycle management, financial management, human resource management and managed care.
- Knowledge and understanding of lay board governance, legislative processes and public accountability systems.

### **Qualifications**

- A master's or doctoral degree from an accredited college or university with a specialization in behavioral or social sciences, public health, public administration, health care administration, hospital administration, business administration or related areas.
- Eight (8) years of progressively responsible leadership positions in community behavioral health, substance use disorder treatment, intellectual and developmental disability services and early childhood intervention programs, including five (5) years of supervisory experience in an executive leadership position involving administrative and consultative responsibility or equivalent experience including direct relationships with a Board of Trustees or similar governance body preferred.
- Previous supervision of multiple-site units, including residential, ambulatory or outpatient programs preferred.
- Administrative experience with supervision of large numbers of personnel engaged in diverse administrative, programmatic and clinical activities preferred.
- Professional experience with or within the Texas Community Center arena preferred.

**EOE**

**NO RECRUITMENT AGENCIES PLEASE**

**Send Confidential Resume with Salary Requirement Listed to:  
Lana Gann, Director Human Resources - [lane.gann@hotbhn.org](mailto:lane.gann@hotbhn.org)**

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