Sunset Community Health Center (SCHC) is a Federally Qualified Health Center (FQHC), serving four communities in Yuma County, Arizona. It is a mission-driven provider of primary care, pediatric, obstetric/gynecological, dental, diagnostic laboratory, ultrasound, x-ray and pharmacy services in both clinics and school-based programs. Last year, SCHC saw over 105,000 patient visits. While currently able to comfortably serve healthcare needs in the county, SCHC is planning for the future, enabled by its strong financial status and effective business planning. Indeed, current plans include a soon to be started expansion and renovation of three sites, including the addition of 12 new exam rooms.

To maintain and enhance SCHC’s ability to operate in a fiscally responsible and effective manner, the organization now seeks a Director of Business Operations (DBO) to join the executive leadership team. The DBO will lead all billing/collections, coding, data informatics, corporate compliance and dental practice management. Along with leading a staff of approximately 15, including three supervisors, the DBO will be key to establishing a positive working environment that encourages staff to accept individual and group accountability and participate in process improvement. An essential function of the DBO will be to maintain the low A/R days and improve cash collections. Additionally, the DBO will play a lead role in improving dental services practice operations. Finally, the DBO is the lead facilitator in delivering operating data such to afford all staff credible, reliable data with which to manage to established goals.

Successful candidates for the DBO role must bring a bachelor’s degree and a minimum of five (5) years of continuous and recent business management experience in a healthcare organization of comparable size and complexity. Candidates must also demonstrate working knowledge of contemporary ambulatory billing systems and reporting mechanisms. As importantly, candidates must demonstrate a proactive, supportive management style that encourages a pleasant and productive culture that ties day-to-day activities to the overall mission. Above all, candidates must show clear evidence that they are/will be a mission-driven leader, committed to excellence in service to the patient population. To be an effective member of the executive leadership team, candidates must demonstrate success in thinking/planning strategically, preparing for and presenting to the board of directors and “thinking outside the box.”

Yuma County, Arizona is home to just under 200,000 residents but grows when 90,000 “snow-birds” arrive in the winter months. The environment is a mix of desert land accented by rugged mountains. Several river valley regions contain an abundance of arable land which is irrigated with water from the Colorado River. Farming, cattle raising, tourism and two military bases are Yuma County’s principal industries. Arizona Western College and Northern Arizona University offer a variety of two year, four year and post graduate programs.
Interested candidates may submit their credentials, in confidence to

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