



Title: Employee Handbook	Page: 1 of 1
Section: 2.3.1 Job Description	Date: September 1, 2017
Policy: 2.3.1a C.E.O.	Replaces:

- 2.3.1.1 Oversees all FFHC operations to include finance, education and staff; ensures that such operations, policies, procedures and codes of conduct promote and uphold management best practices and are developed and implemented efficiently and effectively
- 2.3.1.2 Report directly to the Executive Board and attend the Executive Board Meetings
- 2.3.1.3 Works with the board to support and advance effective governance policies and procedures
- 2.3.1.4. Supervises the COO and will conduct the COO annual performance evaluations.
- 2.3.1.5. Maintain strictest confidentiality of all hard paper and media information per HIPAA and PHI. To include keep all computers, tablets, and cellphones locked with passwords
- 2.3.1.6. Supervises the COO to ensure that all Financial forecasting and preparing annual budget financial statements are completed by Quarterly and Annually
- 2.3.1.7 Work directly with the Compliance Officer to ensure compliance with all accrediting agency standards to ensure equal opportunity for all staff and Clients.
- 2.3.1.8 Other duties and projects as assigned by the Executive Board

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 9/1/17
Reviewed by Compliance Officer and approved 9/1/17
All previous versions are obsolete