

Date Posted: 03/04/2011

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Chief Operations Officer

**Employer/Agency:** Fort Bend Family Health Center

**Job Description:** Fort Bend Family Health Center (FBFHC) is a private, not-for-profit organization focusing on providing primary health care services for the low-income population of Fort Bend, and Waller counties, but opens its doors to all who wish to receive care. FBFHC's medical services include comprehensive primary health care, preventive health services, translation, laboratory, radiology, and pharmacy. The WIC nutrition program provides nutrition education and supplemental foods to improve nutrition for pregnant and breastfeeding women, infants, and children under age five. FBFHC's dental clinic provides preventive, restorative and emergency dental services. The medical case management and treatment support program assists patients in maintaining treatment adherence by identifying and removing barriers to achieving their medical treatment goals. The behavioral health program provides psychotherapy and psychiatric evaluations for individuals and families.

**SUMMARY:** Fort Bend Family Health Center, Inc. located in Richmond, Texas is seeking a Chief Operations Officer (COO) to provide management oversight for the development of high quality, cost effective and integrated programs of the Center. The COO is responsible for the smooth and efficient operation of the Center's program. In this capacity, the COO carries responsibility for integrating the strategic plan of the organization with program operations. The COO is expected to support the Chief Administrative Officer/Deputy Director in the absence

of the Chief Executive Officer. The COO will exercise management responsibility of the Center ensuring efficient services that are designed to meet the needs of clients, providers and staff.

- Qualifications:**
- Bachelor's degree in health-related field required; Graduate level degree preferred.
  - Must have management experience in healthcare, social services, and/or other non-profit service agency.

**Salary/Hours:** Full Time

**Employer/Agency:** Fort Bend Family Health Center  
**Address:** 400 Austin Street  
**City, State, Zip:** Richmond, TX 77469

**Contact Person:** Sheila Lentini  
**Contact Title:** Employment Specialist

**Application Method:** **To apply forward your resume to:**  
Sheila Lentini, Employment Specialist  
Fort Bend Family Health Center, Inc.  
400 Austin Street  
Richmond, TX 77469  
Fax: (281) 344-8615  
Email: slentini.fbfhc@tachc.org  
If applying by resume, please include salary history.

**Opening Date:** Deadline for receipt of resumes is March 11<sup>th</sup>

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.***

***Thank you***