

## Job description

Community Rightful Center, Inc. is looking for a Chief Operating Officer (COO) for our Miami Shores, FL location.

### **Position Summary:**

The COO is responsible for the day-to-day operations of the business, including the oversight of the business and its employees, ensuring compliance with all applicable laws and regulations, and ensuring compliance with company policies. The COO is also responsible for budgeting, forecasting, and forecasting reconciliation.

### **Duties and Responsibilities:**

Participates in development of long-range strategic plans, governance structure and objectives for practice management.

Participates in recruitment and retention of professional and nonprofessional staff.

Participates in establishment and implementation of organizational policies and procedures.

Interprets policies, objectives and operational procedures.

Participates in the development and implementation of the mission, vision and values of the Community Rightful Center, including the deliverance of high quality of services to clients

Resolves problems related to staffing, utilization of facilities, equipment and supplies for the Center.

Evaluates performance and recommends merit increases, promotion, and disciplinary actions.

Analyzes and recommends changes in organizational systems, policies and procedures and ensures their implementation.

Delegates authority and responsibility as appropriate.

Participates in professional development activities to keep current with trends and practices in healthcare administration (conferences, journals).

Participates in the evolution and refinement of the quality improve

Writes and manages grants

Other duties as assigned by the CEO.