

Job Description



President/Governing Body

Position Summary:

The President is responsible for the overall direction of the organization's ongoing operations to assure the availability and provision of care and services. The President implements the strategic goals and objectives of the organization and oversees, evaluates and provides direction and support to the management team.

Responsibilities include, but are not limited to:

- Defining and implementing governing body directives and organizational policies and procedures.
- Enabling the Board to fulfill its governance function.
- Advising other board members of current organizational, community and industry trends.
- Presenting to the Board annual budget recommendations for approval and prudently managing the organizations resources within those budget guidelines according to current laws and regulations.
- Providing direction and leadership toward the achievement of the organization's philosophy, mission, strategy and annual goals/objectives.
- Developing and approving the company's strategic plan.
- Ensuring agency compliance with all governmental operating guidelines.
- Obtaining and keeping current all necessary organizational licenses, permits and certifications as required.
- Ensuring that all agency policies, procedures and actions do not contradict operating regulation, federal and state laws.
- Overseeing the planning, development, implementation, administration and evaluation of programs, policies and procedures and ensuring consistency with the organization's mission.
- Overseeing the design, marketing/promotion, delivery and quality of programs and services.
- Continuously evaluating and tracking organizational performance.
- Directing and monitoring organizational performance improvement activities.
- Managing operations in accordance with established fiscal standards.
- Approving budgets and capital expenditures.
- Selecting, evaluating and overseeing the functions of management team members including the Administrator, Director of Patient Care Services and the Human Resources Director.
- Completing performance evaluations of subordinate staff in accordance with organizational policy.

- Holding management responsible for the fiscal solvency of the organization and adequacy of financial resources.
- Reviewing legal and business documents in light of real or potential changes to the organization on a periodic basis, but not less frequent than every 36 months.
 - Articles of Incorporation
 - Bylaws
 - Legal agreements
- Representing the organization to other groups, organizations and the general public.
- Assuring the organization and its mission, programs, products and services are consistently presented in a strong, positive image to the community.
- Maintaining affiliations with professional associations and participating in association programs.

The ideal candidate will have the following qualifications:

- Bachelor's degree in healthcare, business or related field. MBA preferred.
- Five to ten years of experience in operations, financial management, regulatory compliance and program development.
- Five years of experience in a healthcare field preferred.
- At least one year of experience in a home health environment preferred.
- Must be available or designate a qualified representative to be on premises or available via telephone during hours of operation.
- Demonstrated skills in diplomacy.
- Excellent human resource, motivational and participatory management skills.
- Excellent interpersonal, analytical and communication skills.
- Highly accurate and detail oriented with strong organization skills.
- Must possess the ability to prioritize and multi-task in a fast paced, high volume work environment.
- Must be willing to submit to a background check.
- Proficient in Windows/Microsoft Office.

The working conditions for this position are as follows:

- **Physical Demands:** While performing the duties of this position, the employee is regularly required to use hands to perform intricate, dexterous procedures. The employee is required to talk and hear. The employee is required to stand, walk, sit, reach with the hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and / or move / shift up to 50 pounds. Specific vision abilities required include: close, distance, color and depth perception. The physical demands described here are representative of those essential functions.
- **Work Environment:** While performing the duties of this job, the employee is exposed to standard office equipment. The noise level is usually moderate.
- **Potential Occupational Exposure:**
Duties may have the potential for exposure to blood or other potentially infectious material and are determined to have a reasonably anticipated risk of exposure to blood

borne pathogens. The procedures and precautions for this exposure is acknowledged and detailed in the company's Exposure Control Plan.

Department: Administration

Status: Full-time, occasional evenings and weekends

Last Revision Date: 10/16/2009