

## JOB DESCRIPTION

**TITLE OF POSITION: CHIEF EXECUTIVE OFFICER**

**TITLE OF IMMEDIATE SUPERVISOR: Board of Directors**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS - LIMITED**

<b>DUTIES OF POSITION</b>
1. Implementing governing body directives or policies
2. Overseeing fiscal management
3. Complying with applicable laws and regulations
4. Monitoring quality and appropriateness of services and products and assuring their availability
5. Program planning, development, administration and evaluation
6. Overall administration of Agency and its affiliated companies
7. Coordinating and liaising with appropriate affiliate departments and committees
8. Representing the organization to other groups, agencies, and the general public
9. Keeping the governing body and staff informed of current organizational, community, and industry trends
10. Developing policies and guidelines of operations
11. Seeking and encouraging input from other administrative and service personnel
12. Providing professional input to related administrative systems

<b>POSITION RESPONSIBILITIES</b>
1. Participates in the formulation of a business plan strategic goals, resource allocation plan(s) and budgets
2. Consults, plans and works with the Board of Directors and Management Staff in policy formulation and program development and implementation including matters of staffing for the Agency
3. Assists the Board of Directors in planning activities to develop administrative policies and practices
4. Coordinates with the Administrator, Director of Nursing, Director of Finance, and other management and program areas for appropriate services operations and administration according to the organizational structure
5. Maintains liaison with MIS Department for data processing and record needs, including weekly, monthly utilization reports
6. Keeps the Administrator, and other management staff informed of Agency and affiliate developments, needs, etc., and encourages their participation in problem solving at the organization and community levels
7. Assists in the evaluation of community needs and plans appropriate programs/services
8. Submits formal written proposals to the Board of Directors for all new programs of Services with complete cost/benefit analysis

9. Directs the implementation of service goals and objectives
10. Consults, plans and works with Board of Directors to implement all support functions relating to Board activities and other committee activities, i.e., agenda, minutes, reports and yearly calendar of activities
11. Submits monthly and other operation reports to the Board of Directors on a timely basis, outlining the completion of goals and objectives including justification for those not attained
12. Participates in selective conferences and workshops to promote knowledge in community health trends, job performance efficiency and overall professional growth
13. Establishes personal goals and objectives for advancement
14. Participates with other health, civic, educational and professional groups as directed
15. Negotiates and enters into contractual agreements on behalf of the Agency
16. Maintains sound fiscal management practices and the overall credit standing of the Agency
17. On occasion, represents the Agency in community and civic organizations

### **JOB CONDITIONS**

1. Position is stressful in terms of meeting deadlines.
2. It requires minimal lifting of office records and printouts.
3. It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
4. Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
5. The ability to communicate well, both verbally and in writing is required.

### **EQUIPMENT OPERATION**

The job requires the ability to utilize a PC, calculator, multi- line telephone, and other related office equipment.

### **COMPANY INFORMATION**

Has access to all client medical records and client financial accounts, personnel records and company financial records, which may be discussed with all management staff

<b>QUALIFICATIONS</b>	
1. BA in Business, Public Administration or Accounting preferably, with a health emphasis	
2. Minimum five years previous experience in health care with two years in supervisory, administrative or consultant positions	
3. Extensive knowledge of home health care regulations and funding sources	
4. Ability to demonstrate self-confidence and positive attitude toward self and others and maintains commitment and enthusiasm to goal achievement	
5. Ability to develop and implement improved methods of operation	
6. Ability to identify and evaluates personal strengths and weaknesses of self and others	
7. Ability to supervise objectively without personal bias towards individuals	

<b>ACKNOWLEDGMENT</b>	
<b>Employee Signature</b>	<b>Date</b>