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| **JOB DESCRIPTION** | | | | | |
| **JOB TITLE** | CHIEF EXECUTIVE OFFICER | | | **pAYROLL JOB CODE** | 400-ADMINISTRATIVE |
| **LOCATION** | CORPORATE HEADQUARTERS | | | **credentials** | --- |
| **Department** | ADMINISTRATION | | | **REPORTS TO** | BOARD OF DIRECTORS |
| **fsla sTATUS** | EXEMPT | **STARTING PTO LEVEL** | 4 | **EMPLOYMENT CLASS** | FULL TIME |

**Summary**

The Chief Executive Officer (“CEO”) is responsible for leading the development and execution of the Company’s long-term strategy with a view to creating shareholder value. The CEO’s leadership role also entails being ultimately responsible for all management decisions and for implementing the Company’s long and short term plans. The CEO acts as a direct liaison between the Board of Directors (“Board”) and management.

**Essential Job Duties and Responsibilities**

* Develop, in conjunction with the Board, the organization’s vision, long-term strategy and goals. Lead and oversee the implementation of the company’s plans in accordance with its strategy.
* Act as a liaison between management and the Board. Ensure that the Directors are properly informed on the company’s position and the important factors facing it and that sufficient information is provided to allow the Directors to form appropriate judgments.
* Provide general oversight of all company activities, direct general operations, and assure a smoothly functioning, efficient organization.
* Organize and staff the organization appropriately and hire/terminate staff as necessary to enable the company to achieve the approved strategy.
* Work with Board and CFO to ensure adequate financing to support the organization’s goals.
* Specify accountabilities for management personnel and evaluate performance.
* Develop and direct the company’s strategic marketing plan and ensure the appropriate resources are devoted to this function.
* Lead the company’s external outreach efforts including attracting strategic leaders to the company’s Advisory Board and becoming active in developing strategic partnerships with other business leaders.
* Direct the company’s merger and acquisition and development activities in conjunction with the company’s long term strategic plan. Identify synergistic lines of business, strategic geographic expansion, and appropriate acquisition candidates.
* Oversee the company’s fiscal activities including budgeting, financial performance, reporting and audit.
* Assess the principal risks of the organization and ensure these risks are monitored and managed.
* Cause effective internal controls, internal audits, and management information systems to be in place. Ensure that the Company has appropriate systems and controls to enable it to conduct its activities both lawfully and ethically.
* Assure the filing of all legal, regulatory, licensure and reimbursement documents and monitor compliance with relevant laws and regulations.
* Ensure the care provided to the organization’s clients is high quality and in alignment with the company’s vision and strategy. Ensure adequate internal quality control procedures and audits to assure compliance with all local, state and federal laws and regulations.
* Develop and direct the administration of the organization’s information technology platform in order to support the organization’s strategic plans and vision, and to ensure adequate security, redundancy, and disaster recovery.
* Keep abreast of all material undertakings and activities of the organization and all material external factors affecting the organization and to ensure that processes and systems are in place so that the Board and management of the Company are adequately informed.
* Schedule Board of Director meetings as required by the company’s governance documents, request special meetings of the board, when appropriate and develop agendas for Board meetings.
* Participate on committees of the Board as determined by the Board.
* Communicate effectively on behalf of the company with shareholders, employees, Government authorities, other stakeholders and the public.
* Abide by specific internally established control systems, policies and authorities, lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Company’s standards and policies.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

* General organizational and managerial practices, theories and concepts.
* Current trends, developments, and theories in government reimbursement.
* Issues, concerns, and barriers of employees newly entering the workforce.
* Laws, regulations, and rules governing home-based healthcare providers.
* Organizational development, human resources, and program operations.
* General office software, particularly the Microsoft Office Suite and MIP software (or other similar not-for-profit general ledger software) and use of databases.

Ability to:

* Foster and cultivate business opportunities and partnerships.
* Create and assess financial statements and budget documents.
* Administer multiple complex systems, policies and processes.
* Independently investigate internal and external solutions to complex problems.
* Recognize and be responsive to the needs of all clients of the organization, including funding organizations, the Board of Directors, local community advocates, participants, and employers.
* Supervise staff, including regular progress reviews and plans for improvement.

**REQUIRED EDUCATION AND EXPERIENCE**

**Education:**

* Completion of a bachelor's degree at an accredited college or university or equivalent work experience.
* Completion of a master's degree at an accredited college or university or equivalent work experience.

**Experience:**

* Prior Chief Operating Officer or Chief Executive Officer level position.
* Five to seven years of operational and management experience with the day-to-day profit and loss responsibility for an organization or division of at least $50 million in revenue.
* Three years of health care provider experience.
* Any equivalent combination of education and experience determined to be acceptable.

**KEY COMPETENCIES**

**Command Skills:** Relishes leading: takes unpopular stands if necessary; encourages direct and tough debate but isn’t afraid to end it and move on; is looked to for direction in a crisis; faces adversity head-on; energized by tough challengers.

**Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn’t show frustration when resisted or blocked; is a settling influence in a crisis.

**Conflict** **Management:** Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Timely Decision Making:** Makes decisions in a timely manner; sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.

**Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

**Directing Others:** Is good at establishing clear directions; sets stretching objectives; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue with others on work and results; brings out the best in people; is a clear communicator.

**Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.

**Managerial Courage:** Doesn’t hold back anything that needs to be said; provides current, direct, complete, and “actionable” positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.

**Motivating Others:** Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person’s hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.

**Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn’t stop at the first answers.

**Drive for Results:** Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

**Sizing up People:** Is a good judge of talent; after reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization; can accurately project what people are likely to do across a variety of situations.

**LANGUAGE SKILLS**

1. Ability to read, analyze, and interpret the most complex documents.
2. Ability to read, write, speak, and understand English including the ability to make oral presentations and persuasive speeches to individuals, groups, the Board and investors.
3. Ability to relate positively, effectively and appropriately with patients, families, community members, volunteers and other hospital staff on a daily basis. Possess special interest in, and a positive attitude about, working with long-term care patients and the elderly.

**PHYSICAL CAPABILITIES**

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| **Physical Requirements** | Medium work **–** Exerting up to 50 lbs. of force occasionally, up to 20 lbs. of force frequently, or up to 10 lbs. of force constantly to move objects; including the human body. |
| **Visual Acuity:** | Close visual acuity **–** Worker is required to have close visual acuity to perform activities such as preparing & analyzing data & figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts or operation of machines (including inspection); using measurement devices; or assembly or fabrication of parts at distances close to the eyes.  General observations visual acuity **–** Worker is required to have visual acuity to determine the accuracy, neatness & thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.) |
| **Physical Activities:** | Balancing **–** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces. This factor exceeds the amount & kind of balancing required for ordinary locomotion & maintenance of body equilibrium.  Feeling **–** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.  Fingering **–** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.  Grasping **–** Applying pressure to an object with the fingers and palm.  Hearing **–** Perceiving the nature of sounds at normal speaking levels with/without correction, & having the ability to receive detailed information through oral communication, & making fine discriminations in sound.  Lifting **–** Raising or moving objects/patients from a lower to higher position or horizontally from position to-position. This factor is important if it occurs to a considerable degree & requires the substantial use of the upper extremities & back muscles.  Pulling **–** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.  Pushing **–** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.  Reaching **–** Extending hands or arms in any direction.  Repetitive motions **–** Making substantial movements/motions of the wrists, hands, or fingers.  Standing **–** Remaining upright on the feet, particularly for sustained periods of time.  Stooping **–** Bending body downward & forward by bending spine at the waist. This factor is important if it occurs frequently and requires full use of the lower extremities & back muscles.  Talking **–** Expressing or exchanging ideas by speaking; those activities where detailed or important spoken instructions must be conveyed accurately, loudly, or quickly.  Walking **–** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. |
| **Physical Conditions:** | Exposed to Inside conditions **–** Subject to inside environmental conditions; protected from weather conditions, but not necessarily from indoor temperature changes.  Exposed to outside conditions **–** Subject to outside environmental conditions; no effective protection from weather or temperature changes.  Exposure to infectious disease **–** Subject to infectious diseases including blood & other potentially infectious body fluids & tissues.  Work around mental health patients – May be required.  Not exposed to adverse conditions **–** Worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work). |

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| **Acknowledgement** | | |
| I have read the above job description and fully understand the requirements set forth. I understand the agency reserves the right to revise and/or changes job duties, tasks, work hours/shifts, and work requirements at any time. I have noted below any job duties that I am not able to perform, with or without accommodation. I have also noted any accommodations that are required to enable me to perform these duties.  Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Employee Print Name: | Employee Signature: | Date: |
| Supervisor Print Name: | Supervisor Signature: | Date: |