

# **TITLE OF POSITION: CHIEF EXECUTIVE OFFICER**

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**TITLE OF IMMEDIATE SUPERVISOR: GOVERNING BODY**

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

<b>DUTIES OF POSITION</b>
Implement governing body directives or policies.
Oversee fiscal management.
Comply with applicable laws and regulations.
Monitor quality and appropriateness of services and products and assuring their availability.
Program planning, development, administration and evaluation.
Overall administration of Agency and its affiliated companies.
Coordinate and liaison with appropriate affiliate departments and committees.
Represent the organization to other groups, agencies, and the general public.
Keep the governing body and staff informed of current organizational, community, and industry trends.
Develop policies and guidelines of operations.
Seek and encourage input from other administrative and service personnel.
Provide professional input to related administrative systems.
<b>POSITION RESPONSIBILITIES</b>
Participate in the formulation of a business plan strategic goals, resource allocation plan(s) and budgets.
Consult, plan and work with the Governing Body and Management Staff in policy formulation and program development and implementation including matters of staffing for the Agency.
Assist the Governing Body in planning activities to develop administrative policies and practices.
Coordinate with the Administrator, Director of Nursing and other management and program areas for appropriate services operations and administration according to the organizational structure.
Maintain liaison for data processing and record needs, including weekly, monthly utilization reports.
Keep 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.
Assist in the evaluation of community needs and plans appropriate programs/services.
Submit formal written proposals to the Governing Body for all new programs of Services with complete cost/benefit analysis.
Direct the implementation of service goals and objectives.
Consult, plans and works with the Governing Body to implement all support functions relating to Board activities and other committee activities, i.e., agenda, minutes, reports and yearly calendar of activities.
Submit monthly and other operation reports to the Governing Body on a timely basis, outlining the completion of goals and objectives including justification for those not attained.

Participate in selective conferences and workshops to promote knowledge in community health trends, job performance efficiency and overall professional growth.	
Establish personal goals and objectives for advancement.	
Participate with other health, civic, educational and professional groups as directed.	
Negotiate and enter into contractual agreements on behalf of the Agency.	
Maintain sound fiscal management practices and the overall credit standing of the Agency.	
On occasion, represent the Agency in community and civic organizations.	
Complete job evaluations of subordinate staff` in accordance with organizational policy.	
Direct and monitor organizational improvement activities.	
Responsible for the evaluation of direct subordinates.	
<b>JOB CONDITIONS</b>	
Position is stressful in terms of meeting deadlines.	
It requires minimal lifting of office records and printouts.	
It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.	
Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.	
The ability to communicate well, both verbally and in writing in English is required.	
<b>EQUIPMENT OPERATION</b>	
The job requires the ability to utilize a PC, calculator, multi- line telephone, and other related office equipment.	
<b>COMPANY INFORMATION</b>	
Has access to all patient medical records and patient financial accounts, personnel records and company financial records, which may be discussed with all management staff.	
<b>QUALIFICATIONS</b>	
1. Has experience, business acumen, and professional relationships specific to the stated mission of the organization.	
2. Ability to demonstrate self-confidence and positive attitude toward self and others and maintains commitment and enthusiasm to goal achievement.	
3. Ability to develop and implement improved methods of operation.	
4. Ability to identify and evaluates personal strengths and weaknesses of self and others.	
5. Ability to supervise objectively without personal bias towards individuals.	
<b>ACKNOWLEDGMENT</b>	
<b>EMPLOYEE NAME</b>	
<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>