

**Job Title/Position:** *Executive Director/Administrator*

**Reports To:** *Governing Body*

## **JOB DESCRIPTION SUMMARY**

Responsible for planning, coordinating, managing and directing all activities and programs of the Human Touch Home Health Care Agency.

## **ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES**

1. Planning, directing and evaluating operations to ensure the provision of adequate and appropriate care and services.
2. Complying with applicable law and regulation.
3. Assuring that all business conduct is above minimum standards required by law and will not condone any activities that achieve results through violation of the law, unethical business or patient care practices.
4. Fiscal planning, budgeting and management of operations in accordance with fiscal parameters.
5. Implementing governing body directives and ensuring that appropriate service policies are developed and implemented.
6. Recruiting, employing and retaining qualified personnel to maintain appropriate staffing levels.
7. Establishing and maintaining effective channels of communication.
8. Ensuring program personnel have current clinical information and current practices and ensuring that a clinical manager is available during all operating hours.
9. Directing and monitoring organizational performance improvement activities.
10. Ensuring staff development including orientation, inservice education, continuing education, and evaluation of staff.
11. Assuring that skilled nursing and other therapeutic services furnished are under the supervision and direction of a physician or registered nurse.
12. Ensures that a clinical manager is available during all operating hours
13. Assuring appropriate staff supervision during all operating hours.
14. Assuring the development and qualifications for professional services and the assignment of personnel.

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15. Ensuring the accuracy of public information materials and activities.
16. Appointing a similarly qualified alternate to be available at all times during operating hours in the absence of the administrator.
17. Informing the governing body, and staff of current organizational, community, and industry trends.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.

## **POSITION QUALIFICATIONS**

1. Is a licensed physician, a registered nurse or holds an undergraduate degree. A bachelor's degree in Business Administration, Master's Degree in health care or related field is preferred.
2. At least three (3) to five (5) years experience in health care management preferably in health care management preferably in health care operations.
3. Demonstrated an ability to supervise and direct professional and administrative personnel.
4. Ability to market aggressively and deal tactfully with the community.
5. Knowledge of corporate business management.
6. Demonstrates good communications and public relations skills.

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Employee Signature

Date