



**JOB TITLE: Executive Director**

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**STATUS:** Salary/Exempt  
**SALARY:** DOE  
**SUPERVISOR:** Board of Directors  
**CREATED:** Rev. Feb 2018

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Coastal Home Health & Hospice is an equal opportunity employer: CHHH does not discriminate against applicants or employees based on race, color, sex, religion, age, national origin, physical or mental disability, sexual orientation or gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law.

If an employee needs accommodation to perform the essential functions of the job as outlined below, he or she should notify his or her supervisor or the Executive Director. CHHH will work with the employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the company.

**POSITION SUMMARY:**

Provides overall administration and direction of the Home Health and Hospice Programs. The Executive Director reports to the Board of Directors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Including, but not limited to the following:*

Overall Program Management

1. Has authority and responsibility for the management of the business affairs and overall agency operations.
2. Works with the Board to develop, implement and evaluate the policies and procedures for all home health and hospice programs.
3. Reports at least monthly to the Board on program management.
4. Develops systems which provide an effective flow of information between the Board, staff and contracting agencies.
5. Offers positive direction to the Board in the areas of education, goal development, fund raising, public relations and bylaws.
6. Assures agency records are maintained in timely, appropriate manner in accordance with accepted standards of practice and regulations.
7. Maintains an awareness of legislation, statutes and administrative rules which may affect home health or hospice services.



### Program Supervision of Staff

1. Provides leadership and direction to supervisors and staff using participatory management techniques.
2. Ensures that qualified and certified personnel are employed.
3. Delegates work to appropriate staff and monitors end results.
4. Assures that appropriate education is offered to staff and oversees a regular evaluation process for all staff members.
5. Works with supervisory team to encourage and maintain a positive, productive, cooperative working environment.
6. Responsible for review and implementation of personnel policies.
7. Oversees various programs developed/performed by agency.

### Financial Management

1. Establishes an annual program and operational budget with input from appropriate supervisors, departments, and Board.
2. Monitors the agency's finances to assure compliance with the budget and reports this information to the Board monthly.
3. Works with staff to ensure reliable and appropriate systems of bookkeeping and internal controls, providing effective and efficient financial management.
4. Oversees research and initiation of contact with sources of funding/revenue including individuals, corporations, insurers, and foundations.

### Program Planning and Development

1. Develops and reviews home health and hospice goals and objectives with input from staff and Board.
2. Continually assesses the effectiveness of the home health and hospice programs in the community through community assessment, program evaluation, and service outcomes.
3. Works with Board to discuss future program direction.

### Public Relations and Education

1. Offers a collaborative, cooperative spirit and seeks and draws upon public, private and volunteer organizations for services, consultation and/or skills as they relate to agency operations and services.
2. Acts as liaison to the community through public appearances and speaking engagements.
3. Provides information to the public about home health and hospice services through distribution of materials.



### Quality Assurance Program

1. Assures implementation of total quality management systems that address all program components.
2. Assures completion of the annual agency self-evaluation process for home health and hospice.
3. Assures annual review of governing and administrative policies with appropriate board committees.

Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

Provides leadership and supervision of all services and employees, including but not limited to hiring and disciplinary action, and ensuring evaluations are done in a timely manner.

### **REQUIRED KNOWLEDGE & BASIC SKILLS:**

*Knowledge of-*

- Nursing techniques and principles.
- Regulations regarding Home Health and Hospice.
- Group dynamics, group process, change theory, and team building techniques.
- Non-profit management.
- Medicare standards and quality management/review process, budgeting, financial management, and record keeping, principles of supervision, and personnel practices.
- Communicating effectively, both verbally and in writing.

*Ability to-*

- Plan, organize and direct the work of others to meet overall objectives and goals.
- Interpret and implement new laws and regulations.

### **EDUCATION AND/OR EXPERIENCE & QUALIFICATIONS:**

- Graduate of an approved school of registered nursing and holds an RN license in the State of Oregon.
- Bachelor's Degree in Nursing, Business, Healthcare Administration or related field. Master's Degree preferred.
- 3 years Senior Leadership required, and familiarity in both Home Health and Hospice.
- Current Driver's License.
- Current BLS certification.

Executive Director



**PHYSICAL DEMANDS/REQUIREMENTS:**

- Position requires professional and personal skills to cope with stress consequent to work that involves a high degree of mental, emotional, and physical demands.
- Regularly required to use hands to reach, write, utilize telephone and computer, at times for extensive periods; sitting and standing frequently required. Occasionally required to walk, stoop, kneel, crouch, or climb stairs. Ability to work flexible hours, including the sharing of 24-hour call. Physical requirements may include patient lifting, repositioning, etc.
- Ability to drive in a variety of adverse weather conditions, occasionally for lengthy distances or at night.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK CONDITIONS/ENVIRONMENT:**

- The noise level in the work environment is usually moderate.
- Employee may encounter various environmental situations in individual patient homes, including odors, tobacco smoke, or animals.
- Tasks may involve exposure to blood and body fluids.
- Working hours are generally 8:30 a.m. to 5:00 p.m. Monday through Friday.
- Employee will occasionally be required to work weekends, holidays, or other hours.
- Required to be available on-call through answering service.



**Job Title:** Executive Director

**Employee:** \_\_\_\_\_

**Job Description Acknowledgement**

The contents of the attached job description have been discussed with me, and I acknowledge that I have received a copy thereof.

I understand that job descriptions include a summary of job requirements, duties and responsibilities; qualifications, supervisory roles, work environment, and other factors relevant to the position, but do not necessarily cover every task or duty which might be assigned to me as an employee of this agency, and additional responsibilities may be added as necessary.

Based on the duties outlined in the attached job description, I acknowledge I am able to perform the functions of this job with or without reasonable accommodation.

Please explain if necessary:

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Job descriptions do not form a contract of employment nor in any way alter the “at-will” employment relationship.

**Signature:**

\_\_\_\_\_

**Date:**

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Executive Director