

## **Chief Executive Officer Position Opening**

Hospice & Palliative Care, Inc. (HPCI) located in New Hartford, NY is seeking a highly qualified, forward-thinking, proven leader to serve as Chief Executive Officer (CEO) of this 501c3 organization - the only certified hospice serving Oneida, Herkimer, and eastern Madison Counties. The incoming CEO will drive continued growth and diversification, financial strength, operating efficiencies, clinical programming, philanthropy and patient quality and safety across the organization. The CEO reports to the Board of Directors and manages a 5.4-million-dollar annual budget.

### **Requirements and Experience**

Master's degree in business administration, health care administration preferred, or bachelor's degree plus equivalent experience. Degrees must be from an accredited college. Experience: Minimum of seven years of progressive responsibilities and experience in health care and management with hospice, home health, palliative care or community-based health care services preferred. Must reside in Hospice's catchment area.

### **Job Duties**

Demonstrated ability to work in collaboration with the Board of Directors and other members of the leadership team.

- Leads program strategic and operational planning, development, administration, and evaluation of the organization.
- Effectively manages the organization within the current funding regulations and compensation model, while developing relationships with potential partners to prepare for the future changes evolving in healthcare.
- Directs and monitors the organization performance improvement activities. (i.e., maintains the organizations standing in the top 3% nationally for quality of care and client satisfaction).
- Develops workable implementation plans, communicates changes effectively, builds commitment and overcomes resistance, prepares, and supports those affected by change, monitors transition and evaluates results.
- Ensures compliance with all regulatory requirements, standards of practice, policies and procedures and facilitates our superior scoring/outcomes measures in conjunction with the Director of Clinical Services.
- Builds and maintains relationships with patient referral sources and donor sources.
- Increases patient census in programs, increasing market share.
- Serves as hospice liaison by participating in hospice fundraising and events, community events, serving as local spokesperson and on committees, and collaborating with other organizations to achieve strategic goals. Participates in donor and sponsor cultivation.
- Oversees the budget process and maintenance of financial records with the CFO, COO and CCO.
- Maintains a healthy financial position in conjunction with the CFO including revenue growth, and increased service revenue.
- Supervises all managers in the execution of the duties described in their job descriptions, develops annual organizational and departmental goals and objectives, and prepares an annual evaluation for each reporting manager.
- Maintains and improve staff stability while minimizing staff turnover.

- Attends meetings and acts as an ex-officio member of the Board of Directors and its committees in accordance with the by-laws of Hospice & Palliative Care, Inc. Reviews agendas, minutes, and all materials necessary for the Board meeting and all committee meetings of the Board.
- Informs the Board of Directors, through regular reporting mechanisms, about all matters which should come to their attention including quality assessment performance improvement activities with needed modifications, healthcare planning needs, State and Federal activities, regulatory issues, reimbursement issues, patient and family satisfaction, and complaints. Implements governing body directives and policies. Assures that appropriate policies are developed and implemented.
- Plans and develops new services or concepts related to the mission of Hospice & Palliative Care, Inc., and implements such services through securing necessary funding and employing appropriate personnel; solicits input on program planning issues from consumers, providers, and conducts evaluation of appropriate partnerships to recommend to the Board.
- Is responsible for sharing the marketing and public relation plan of the organization to assure enhanced understanding of the services and fosters good working relationships with physicians, organizations, agencies, staff and volunteers, and the community at large.
- Shares HR policies with the Executive Committee of the Board of Directors in conjunction with the COO and maintains oversight of all HR policies and procedures to assure employee understanding and compliance; qualifications and competencies for position responsibilities, staffing to meet needs of patients; and hiring, discharging and orientation of employees and employee benefits to enhance retention and recruitment.
- Coordinates and reports to the Board of Directors all activities of the Corporate Compliance Committee, including HIPAA regulations. Oversees the activities of the Compliance Officer.
- Manages the administrative functions of the organization. Provides required fiscal data and reports, maintains regulatory compliance through the Performance Assessment; assures compliance with all local, state, and federal laws and regulations; and represents Hospice & Palliative Care, Inc. in regional, state, and national organizations.
- Provides On-Call support and supervision to staff.
- Other responsibilities as needed or assigned.

#### **ADDITIONAL QUALIFICATIONS, SPECIAL SKILLS, EQUIPMENT & OTHER REQUIREMENTS**

Current driver's license, reliable transportation, and valid auto insurance. Maintain professional appearance and demeanor.

INTERESTED AND QUALIFIED CANDIDATES SHOULD EMAIL COVER LETTER, RESUME AND REFERENCES TO:

HR59498@gmail.com