

The Executive Director (ED) is the chief administrator for the services, programs, fundraising and business operations of Pemi-Baker Community Health and is the public face of the organization. The ED is appointed by and reports to the governing body. The ED leads in accordance (*or compliance*) with the organization's mission and culture. The ED is responsible for providing information and reports to the Board of Trustees on a regular basis.

This position supervises the Director of Out Patient Therapy and Memberships; Director of Home Health, Palliative Care & Hospice; HR Director; Operations Director; Finance Director, Quality Director, and Marketing.

Essential Functions/ competencies:

- Responsible for day-to-day operations of the agency.
- Ensures that the agency employs qualified personnel, including assuring the development of personnel qualifications and policies.
- Plans, organizes, directs and controls programs and services; evaluates results and recommends policies, procedures, and action to achieve program goals.
- Provides a vision for the organization; executes its mission and delegates responsibilities to the management and supervisory staff as appropriate.
- Provides information to the Board of Trustees on PBCH program needs which includes the personnel, financial and professional practices, as well as opportunities for new programs or offerings.
- Oversees long range operational strategic planning and program development leadership and direction. Actively engages managers and Board of Trustees in the processes.
- Sets expectations and maintains awareness of budgetary limitations and takes action to ensure that operational costs remain within budget limits.
- Sustains and models the organizational culture based on Ubuntu.
- Supports and listens to team member concerns, consciously promoting a positive work/life balance in order to reduce turn-over in a highly competitive environment.
- Actively seeks opportunities to represent the Agency and its interests locally, regionally, and at the state level.
- Ensures organizational compliance with licensing, certifying, legal and governmental regulations necessary to ensure continued status in good standing with local, state and federal regulatory bodies and third party payers.
- Acts as the spokesperson and advocate for the organization with individuals, businesses, the medical community, local and state community and political leaders.
- Positively engages donors at all levels, enhancing their connection to PBCH.
- Ethical Conduct
- Strong verbal and written communication, with or without the use of interpretative devices
- Strategic Thinking
- Ability to swiftly assimilate and interpret new knowledge and/or regulations
- Proficient with computer applications including Word, Excel, Email, MS Team and Zoom

Resumes will be accepted until February 10, 2021.

Job Type: Full-time

Pay: Up to \$120,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift

Education:

- Master's (Preferred)

Experience:

- Management Experience: 5 years (Preferred)
- Home health: 1 year (Preferred)
- Hospice: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location:

- One location

Company's website:

- <https://www.pemibakercommunityhealth.org/>

Benefit Conditions:

- Waiting period may apply

Work Remotely:

- No