

Cross Road Health Ministries, Inc.

Job Description

Job Title: Chief Executive Officer
Department: Administration
Supervisor: CRHM Board of Directors
FLSA Status: Full-Time, Exempt
Approval: By: DRD Date: 3/8/2018
Work Hours: Regular office hours; nights, holidays and weekends as scheduled and as needed.

Position Summary: The CEO of Cross Road Health Ministries, Inc. is to direct the overall operation of the facility's activities in accordance with current applicable Federal, State and local standards, guidelines and regulations, and assure that the highest degree of quality patient care is maintained at all times. Responsible for the planning, organization and controlling of all areas of financial administration of the organization.

Essential Duties and Responsibilities:

JOB DUTIES

- Provide for an administrative management organization within the medical center including, when applicable, finances, purchasing, and supply, building and grounds, housekeeping. Has administrative responsibility for all departments integrating these services with clinical care.
- Evaluate the continuing effectiveness of organization and staffing plans, competence of work force and medical center operations. Take corrective action as required.
- Meet with department supervisors on a regular scheduled basis, preferably weekly. Meet with all staff in general staff meeting, at least quarterly.
- Serve as liaison officer and channel of communication for all official communications between the governing board and the medical and business staffs.
- Assure that established policies and procedures are followed.
- Maintain a cooperative relationship with other medical professionals for exchange of information, services and patient transfers.
- Maintain the atmosphere of warmth, personal interest, and positive emphasis, as well as the calm environment throughout the facility.
- Assure that the facility is maintained in a clean and safe manner for patient comfort and convenience by assuring that necessary equipment and supplies are maintained to perform such duties/services.
- Maintain a good public relations program that serves in the best interest of the facility and community alike.
- Attend all regular and special meetings of the governing board.
- Review monthly financial statements and keep abreast of the economic situation and provide such information to the governing board.
- Prepare an annual operation budget for presentation to the governing board.
- Coordinate and assist department heads with their department budgets in areas of compiling and avoiding any inconsistencies.
- Represent the medical center in dealing with outside agencies, including governmental agencies, or third party payers.
- Develop, monitor and carry out an agreeable credit management policy.
- Assure that adequate financial records and cost reports are submitted to authorized government agencies as required.
- Prepare recommendations for expansion and/or modification of facilities and the acquisition of major equipment for presentation to the governing board.
- Responsible to recruit, hire, train, advance, retain, counsel and terminate staff: see employment qualifications for exceptions.
- Ensure that the medical center complies with all legal requirements of licensure, accreditation and reviews and acts upon the reports of authorized investigating agencies.

- Responsible for medical center insurance.
- Assist in the planning for in-service training classes, continuing education programs in coordination with the medical and business staffs.
- Pursue a continuing program of formal and informal education in health care management to strengthen and broaden abilities as a health care administrator.
- Responsible for directing and providing opportunities for spiritual growth of staff.
- Attend to other related duties and responsibilities that may become necessary or as directed by the governing board.
- Agree with and actively support CRHM's mission and values
- Comply with all policies of CRHM.

Skills:

- Have a thorough knowledge of the fundamentals of medical clinic organization and administration, standards, regulations and laws applicable to the operation of medical facilities.
- Have a working knowledge of personnel, business administration, purchasing, public relations, mechanics, dietary, psychiatry, pharmacy, nursing and functions of all departments.
- Be able to apply principles of personnel administration to selection, placement and transfer of employees.

Qualifications: To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required.

Education/Experience:

- BS or higher, preferably in Health Care Administration
- Experience in Administration preferred

Other Skills: Ability to read and comprehend detailed instructions, correspondence, and memos. Should have effective oral, written, and telephonic communication skills, including excellent verbal and telephone etiquette. Exceptional customer service, time management, and multi-tasking skills are required. Computer skills are needed.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an office employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use a keyboard, climb stairs, sit for lengthy periods of time and communicate in both oral and written form. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, and climb or balance. Lifting items weighing less than 10 pounds is frequently required. Rarely is there a need to lift more than 25 pounds.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. *This is not intended to be a contract.*

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

HRD Signature: _____

Date: _____