

WANTED; CEO FOR CRITICAL ACCESS HOSPITAL LOCATED IN SOUTHWEST NORTH DAKOTA.

SOUTHWEST HEALTH CARE SERVICES IS A FACILITY LICENSED FOR 23 ACUTE CARE BEDS AND INCLUDES AN ATTACHED CLINIC, A 40 BED NURSING HOME, 12 APARTMENT ASSISTED LIVING FACILITY, 12 INDEPENDENT LIVING UNITS AND AMBUANCE SERVICES. SWHS IS LOCATED IN BOWMAN, POP. 1650.

CONTACT: JOHN OSSE, INTERIM CEO AT 701 523-4130.

DRAFT

Southwest Healthcare Services

Administrator/Chief Executive Officer

Department: Administration

Status: Full time, exempt

Reports to: Board of Trustees

Educational Requirement: Requires a degree in Business Administration, Healthcare Administration or related field. Prefer a minimum of five years of experience in hospital management.

Credentials Required: North Dakota Nursing Home Administrators License, or, meets qualifications for licensure.

Job Summary: Provides leadership, direction, and administration of all aspects of healthcare system activities to ensure compliance with established objectives and the realization of quality and economical health care services. Possess ability to communicate well with residents, patients, staff, health providers, community and regulatory agencies. This position will perform such activities at the direction of the Board of Trustees and in compliance with all applicable federal, state, and local laws, rules, regulations and guidelines.

Essential Job Duties and Responsibilities:

1. Provide quality care for our patients and residents.
2. Comply with and enforce facility safety requirements to ensure a safe working environment for employees, patients, residents and visitors.
3. Responsible for the overall operation of the facilities and the implementation of established policies.
4. Works to achieve the strategic objectives set forth by the Board of Trustees.
5. Provides leadership and direction to staff and maintains a positive working relationship with all.

6. Ensure efficient, economical and effective utilization of hospital resources.
7. Continually identifies the needs of the service area to provide the best quality medical care and health service programs.
8. Responsible for the overall operation of the facilities and the implementation and enforcement of established policies, procedures and guidelines.
9. Participates with the Board of Trustees in establishing strategic objectives for the facility based on identified needs of the area, and is responsible for initiating and coordinating these activities.
10. Establishes means of accountability from managers through job descriptions and facility policies.
11. Informs and advises the Board of Trustees regarding legislation, government administrative policy, and any other matters of federal, state or local laws, rules, regulations, standards and guidelines that affect the facility.
12. Ensures that personnel policies are current and that accurate records are maintained.
13. Monitors a system of responsible accounting, including budget and internal controls. Prepares an annual budget showing the expected revenues and expenditures. Supervises all business affairs such as the records of financial transactions, billing procedures, collection of accounts, purchase and issuance of supplies, and ensures that all funds are collected and expended to the best possible advantage of the facility.
14. Responsible for the selection, and employment of qualified staff and monitors termination of employees to ensure the best service to patient/residents.
15. Sees that all physical properties are kept in good state of repair and operating condition.
16. Promotes and encourages effective communication and marketing.
17. Networks with professional affiliates, associations and health facilities to enhance professional growth, including staff, to benefit the facility, and remain current with the latest trends in healthcare.
18. Acts as the liaison with the community including elected officials and participates in local organizations.
19. Directs and supervises all activities through competent staff and department supervisors.
20. Through a comprehensive Quality Assurance Plan, ensure the provision of quality patient and resident care.
21. Negotiates contracts as required.
22. Maintains a good working relationship with the medical staff and recruits additional healthcare providers as needed.
23. Create a positive and productive culture.

I have read the Job Description and fully understand the contents and conditions set forth therein.

(Name)

(Date)