



Executive Director

Exempt salaried position

Hours: 40 hours per week plus shared on-call duties

Supervisory: Human Resources Manager, Director of Nursing, Staffing Specialist
Payroll/Billing Specialist, Bookkeeper, Administrative Coordinator &
Delegation Nurses

Supervisor: Board of Directors

Purpose: To plan, develop and establish policies, procedures and a positive organizational culture that attains and surpasses the goals and strategies established by the Board of Directors. Ensures that Nursingale provides a high quality program and maintains a comparative and viable market advantage in regards to home nursing care for medically fragile children and young adults.

Duties:

- **Leadership and Organizational Development:**
 - Provides positive and effective leadership for staff by establishing policy, procedures and expectations for professional performance.
 - Cultivates strong and positive working relationships with families, clinical staff and medical professionals to enhance patient, staff and physician satisfaction.
 - Responsible for the overall delivery and quality of clinical services provided to our clients.
 - Provides innovative leadership and mentoring to increase the professional skills of staff.
 - Establishes a management structure for ensuring sufficient and essential supervision and evaluation of staff.
 - Creates an environment of continuous improvement through evaluation feedback, on-going education and training opportunities, along with professional development for all staff.
 - Oversees the creation, implementation, evaluation and improvement efforts of programs and procedures involving the staff and Board.
 - Ensures that all documentation necessary for full compliance with legal and contractual agreements is completed and filed as required in conjunction with office staff.
 - Serves as the HIPPA and OSHA compliance officer.
 - Ensures compliance with Oregon Home Health license requirements, federal and state regulations and grant obligations.

- **Financial Management:**
 - Oversees the development and approval of the annual budget with the Treasurer & Board to ensure implementation of the organization's strategies.

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- Monitors, measures and actively manages monthly performance against budgets and financial polices to ensure fiscal health.
- Supervises contract negotiations and the setting of fees for services from insurance, school districts and state providers.
- Approves all employee benefit programs (401K, Disability), insurance policies, and renewals (Professional Liability, Directors and Officers, Worker's Compensation, etc.) to investigate optimal coverage at reasonable expense.
- Proposes strategies, plans, staffing structures and proposals for growth that benefit the organization.
- Considers risk management and loss prevention when making policy decisions.
- **Human Resources:**
 - Hires, supervises, develops and evaluates management/office staff.
 - Ensures appropriate, positive, and effective personnel policies for the administration of organization activities.
 - Proposes comprehensive benefit package that attracts and retains high quality staff.
 - Remains informed and approves any employee disciplinary activities, COBRA, FMLA/OFLA, personal leave requests, worker's compensation claims and other unique personnel situations.
 - Keeps the Board informed of any personnel discharges and potential legal disputes.
 - Serves as backup for the Director of Nursing in new client intake, care conferences, interviewing, and hiring.
- **Marketing/Communications:**
 - Interfaces with health systems, hospitals, nursing schools and insurance providers to ensure that they know about Nursingale, the services and options we provide.
 - Positions Nursingale as the leading provider of in-home skilled nursing services of the highest quality for medically fragile children in the minds of key community partners.
 - Develops relationships with local area schools of nursing by serving on advisory committees, presenting at community nursing classes, and interacting and working with the Dean, Nursing Director and other key professionals.
 - Participates in activities and represents Nursinagale in-home care, non-profit leadership and nursing organizations such as the Oregon Association of Home Care, Non-Profit Association of Oregon, Worksource Oregon, State Board of Nursing and Oregon Nurses Association.
 - Maintains ongoing and effective relationships with elected politicians and government officials to advocate for government funding that ensures quality programming and maximizes Nursingale's ability to meet its mission.

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- Collaborates with other providers of similar services, appropriate trade association(s), and other influential community members to advocate for adequate funding and policies that affect the in-home nursing industry.
- **Fundraising:**
 - Oversees work of the Development Officer in the development and implementation of annual fund-raising and marketing plans based on strategic goals and organizes the involvement of staff and Board in these endeavors.
 - Works with a grant writer to research and write proposals for foundation and corporate grants to support program expansion and specific staff and client projects.
 - Works with Board members to develop events and opportunities that increase the community's awareness and financial support of Nursingale programs.
- **Board Functions:**
 - Works cooperatively with the Board to recruit, develop, inspire and retain an influential Board team.
 - Actively works with the Board to support and develop strong, effective policy and fundraising leadership for the organization.
 - Assists the Board in setting and evaluating strategic direction and annual accomplishments.
 - Follows the Board of Directors recommendations for performance improvement following an annual evaluation.

Position Requirements:

- Currently licensed RN in Oregon
- Bachelor of Science in Nursing
- Masters in Nursing or MPH, MPA, MBA, with a focus on Health Care
- 3-5 years' leadership, budget and management experience with proven record of results
- Well-grounded understanding of home-based nursing principles, skills and research, preferred
- Familiar with technology as a strategic advantage, adept on the computer, and EPIC electronic medical record experience, preferred
- Ability to cultivate, nurture and maintain positive relationships with team members, clients, families, medical professionals, vendors, donors, and others working with and supporting Nursingale
- Share in after-hours nursing team on-call responsibilities
- Able to lift 35 pounds unassisted, preferred
- Currently licensed and insured to drive a vehicle in state of residence

Employee Signature

Date

8/9/19 revised