

SUBJECT: JOB DESCRIPTION	REFERENCE #:HR13005
POSITION: Executive Director	
DEPARTMENT: Rocky Mountain PACE	PAGE: 1 of 6
	EFFECTIVE: 02/2016
APPROVED BY: President and CEO	REVISED: 12/2013, 02/2016

Position Summary: The Executive Director will direct and manage all services provided through the PACE program with the goal of participants attaining an optimal level of independence and health. The Executive Director is responsible for creating an environment that supports innovation, continuous improvement, and superior quality of care. The Executive Director will lead efforts to improve or streamline processes and adopt best practices. The Executive Director must motivate the members of the PACE team and support their development through appropriate and effective supervision and with guidance. The Executive Director is responsible for creating an environment of trust and teamwork.

As a Senior Leader, it is expected that the vision, mission, core values are advocated by the Executive Director. The Executive Director is responsible for establishing and maintaining a positive and professional relationship with all customers, vendors, outside agencies, and all staff. The Executive Director will promote better understanding of programming among community agencies and act as a liaison to community agencies.

QUALIFICATIONS:

- A Bachelor’s degree in Rehabilitation, Sociology, Counseling, or an applicable field or equivalent combination of training and experience if required
- Three or more years of direct health care service experience working with disabled, frail, elderly, or disadvantaged persons if required
- Five or more years of progressive experience providing supervision and leading and managing others while directing programming in social service, counseling, rehabilitation or special education environment is required
- Prior demonstrated experience in process improvement
- Prior demonstrated experience in staff development methodologies.
- Must be proficient in Microsoft Office applications.
- Must have excellent written and verbal communication skills and demonstrate the ability to interact clearly and effectively with various types of internal and external customers.
- Must have the ability to work independently, to be assertive and to negotiate “win-win” situations when working with outside agencies. In addition, experience working with and analyzing contracts throughout the negotiation process is critical.
- Must demonstrate effective interpersonal skills including the ability to manage others with the ability to lead direct reports within a program, work cooperatively with cross-functional organizations, high level of organization skills and the ability to make difficult and timely decisions.

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- The ability to demonstrate an understanding and to handle large budgets and as well as make sound financial decisions.
- Must have the ability to deal with conflict effectively and have the ability to problem solve with outside agencies and others in the community.
- Must submit to and pass a pre-employment drug/alcohol screening and criminal background check.
- Must be free of communicable disease that can be readily transmitted in the workplace. Must have a current tuberculin test. Hepatitis B vaccinations are offered but not required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Management and Development

Responsible for the management and performance of the PACE program. Must analyze program needs in order to enhance the current program. Will develop program plans with the CEO, Senior Leadership, and the PACE team to provide effective, high quality, accessible services and programming.

- Actively manages the performance of PACE, both as a team and at the individual levels. This includes, developing metrics, actively measuring the metrics, providing performance management and reward and recognition systems
- Responsible for all correspondence, information requests, and application and interpretation of established policy in the department
- Oversees the accomplishment of special projects including developing and updating policies and procedures, facility manuals, programming, and required training
- Oversee and aids in the development of new skills training programs and develop competencies to validate skills
- Responsible for ensuring all local, state, and federal regulations and requirements are in compliance including policies and procedures, programs, and facilities
- Collaborates with senior leadership and departments to ensure business line is in a state of audit readiness
- Becomes at minimum Green Belt certified in LEAN Six Sigma, and utilize training to drive process improvement
- Continually assesses programmatic systems and processes and initiates changes that will lead to better care and efficiencies

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Financial Management and Development

Responsible for development and management of PACE annual budget by monitoring expenditures with commitment to good stewardship of the organization’s resources. Works with senior leadership to reach budget objectives annually.

- Develops annual budget for all business units in department
- Forecast and projects growth for annual budget
- Utilizes an approved budget to govern operations, making adjustment to compensate for significant variations throughout daily operations when needed
- Responsible for approving all un-programmed expenditures and notifying the CEO as necessary
- Responsible for submitting a monthly budget analysis to the CEO
- Responsible for reaching census targets
- Collects and Utilizes data in business decisions and to explain financial variances
- Evaluate systems and implement new processes to manage expenses

Quality Performance and Development

Responsible for maintaining the highest quality of care for clients being served by the PACE program. In collaboration with the PACE team, senior leadership and departments, is responsible for:

- Develops and maintains quality measures by collaborating with the quality department
- Establishes outcomes and benchmarks for measuring quality
- Exceeds State and CMS regulatory requirements
- Collects and utilizes data for program development and improvement
- Ensures staff competencies and identify skills training
- Identifies, collects, and utilizes data for process improvement
- Maintains quality plans as required by State/CMS regulations
- Maintains Accuracy of HPMS data
- Remains current on CMS changes related to PACE programming

Legislative and Community Relationships

- In collaboration with the Director of Business development and CEO, develops and implements a strategy for educating and building relationships with local, state and national legislators
- Advocates for the PACE model of care at the local and state level Maintains and advances relationships with HCPF and CMS
- Develops contracts and relationships with healthcare providers in current service area
- Participates in events, work groups, committees, which gain exposure for PACE program
- Collaborates with other PACE programs in the State and at a national level for advocacy and sharing best practices

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Strategic Leadership and Planning

In collaboration with the Senior Leadership team, actively participates in the development and implementation of the strategic plan. The incumbent will further develop the PACE strategic plan for this business line. As a team leader, promotes and sets the standard of a team concept within the workplace.

- Develops, in collaboration with the leadership team and the PACE team, an annual and 3 year strategic plan with specific goals and time lines
- Uses the strategic plan as a tool for measuring accomplishments and directing business decisions
- Actively participates and demonstrates leadership skills in meetings with PACE team, all management meetings, and leadership meetings
- Provides accurate and concise reports for the Board of Directors
- Demonstrates critical thinking and problem solving on a consistent basis
- Demonstrates creative leadership by identifying and implementing innovative concepts.

Organizational

Ensures Lean/Process improvement training and activities are occurring within PACE program

- Actively develops individual employees at PACE utilizing coaching and Personal Mastery systems including development plans
- Actively develops the team's at PACE. This includes facilitating, Stop, Start, Continue sessions, Tuckman Model sessions and developing KPI's.
- Actively engages in Leadership Pipeline development with the Executive team. Uses the 3-5 year planning process to identify employee's for future development.
- Must actively engage in Organizational Excellence training, as a student and facilitator.
- Ability to speak publicly in areas such as training and deliver engaging, informative, well organized presentations.
- Other duties as assigned

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PHYSICAL DEMANDS AND WORKING CONDITIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have the ability to perform the following physical requirements: manual and finger dexterity and eye-hand coordination; the ability to use department equipment; and the ability to lift/carry up to 30 pounds using appropriate body mechanics.
- Visual, Hearing and Communication Requirements are: corrected vision and hearing to normal range, with or without reasonable accommodation.
- May be stressful work conditions that require the ability to perform under pressure. Working conditions may be noisy and crowded with fluctuating indoor temperatures. Must have the ability to moderate pressures in order to meet scheduled appointments while dealing with disabled, frail, and confused participants.
- Due to the nature of the participant’s condition, the incumbent may be subject to participants who may have the potential for verbal or physical aggression. The work conditions include moving instrumentation, toxic substances, medicinal preparations, bodily fluids, communicable diseases and any other conditions common in a clinic environment as well as occasional unpleasant orders.
- While performing the duties of this job, the employee is frequently required to stand; walk; lift; sit; use hands to finger, handle or feel objects, tools, or controls; talk, see, hear and smell. The employee is occasionally required to reach and stretch with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Supervised by: Chief Executive Officer
Supervises: PACE Managers
FLSA Status: Exempt

Acknowledgement

I have read and understand the above job description; and I can perform the essential functions of this position and ensure that the company's Quality Systems, Policies, Goals and Objectives are met and maintained.

Print

Sign

Date