

Executive Director

Job Title:	Executive Director
FLSA Classification:	Exempt
Department:	Administration
Supervisor:	Senior Executive Team

Job Summary

The Executive Director (under the supervision of the Senior Executive Team) will liaise with Senior Executive Team to make decisions for operational activities and set strategic goals across multiple facilities that adhere with the IHH Mission statement as defined by the Board of Directors.

Essential Job Functions

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

- Responsible for the effective operation of the program as the focal point of IHH's model, including the routine requirements to meet participant needs; involves rigorous communication and coordination with all IHH departments.
- Responsible for leading IHH in a manner that supports and guides the organizations mission as defined by the Board of Directors.
- Responsible for adherence to all regulations, both federal and state, which govern the operations of a PACE organization and a licensed adult day care center.
- Maintain confidentiality regarding participant, staff, contractor, and organizational information.
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements.
- Responsible for strategic planning to ensure that IHH can successfully fulfill its Mission into the future.
- Supervise the Program Director and provide constructive feedback when needed.
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization.
- Manage procurement processes and coordinate material and resource allocation.

- Revise and/or formulate policies and promote their implementation.
- Manage relationships/agreements with external partners/vendors.
- Ensure that the organization is compliant with both state and federal regulations.
- Maintains a qualified staff.
- Ensures proper training of personnel assigned.
- Fosters a cooperative and harmonious working climate conducive to maximize employee morale and productivity.
- Performs other duties and responsibilities as required or requested

Working Conditions

The working conditions and physical demands described here are representative of those that must be met by an 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.

- Able to perform responsibilities with frequent interruptions and competing priorities.
- Ability to access all areas of the center throughout the workday.
- Work with moderate exposure to excessive noise, dust, and temperature.
- Utilization of personal computers for clinical/financial database systems.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

Experience

- Minimum of seven (7) years of experience in managing staff within different healthcare disciplines
- Minimum of one (1) year of documented experience working with a frail or elderly population in a long-term care setting.

Knowledge, Skills, and Abilities

- Knowledge and ability to maintain a consistent level of productivity.
- Understanding of detailed requirements in action plans and implementation.
- Knowledge required to commission and conduct data analysis for decision-making.
- Excellent interpersonal skills that result in team building, successful negotiation, conflict resolution, and effective handling of complex interpersonal situations.
- Leadership skills to work effectively within an interdisciplinary team setting.

- Ability to inspire confidence and open communication necessary for a learning environment.
- Ability to maintain a positive attitude and balance in relationships with others.
- Effective social interaction with physicians, management, board members, and business and community contacts.
- Strong organizational and supervisory skills.
- Ability to complete duties within an agreed-upon timeframe and adapt appropriately to change of priorities and workload and to adjust personal schedule, if required.
- Sound written and verbal communication skills to convey information effectively.

Education and Certification

- Master level of education within Business or Healthcare Management realm.
- CPR certification.
- Valid California driver's license.

Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

Acknowledgment

I have read the above Executive Director Job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of IIH for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, IIH reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.



I understand that employment at IHH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IHH at any time and for any reason.

Employee Print Name

Employee Signature

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.