



# Hospice of the Foothills

## Human Resource Department

### Job Requirements

**Job Title:** Executive Director

**Summary of Duties and Responsibilities:** The Executive Director (ED) also titled Hospice Administrator is responsible for overall direction and operation of all Hospice services, functions and activities in accordance with goals and policies approved by the Board of Directors, and in compliance with local, State and Federal laws and regulations.

**Reporting Relationship:** To the Board of Directors

**Position Type:** Exempt, Full Time, Benefitted, Contractual

**Pay:** \$132,412.80 - \$168,459.20 Annual Salary range; Range varies depending upon experience & based on 40-hour work week

#### Job Details and Essential Functions:

- The Governing Body assumes full legal authority and responsibility for the management of the hospice, the provision of all hospice services, its fiscal operations, continuous quality assessment and performance improvement, and compliance to all Federal and State regulations. A qualified administrator appointed by and reporting to the governing body is responsible for the day to day operation of the hospice (42 CFR 418.100(b))
- Participates in the development and preparation of and adherence to the operational and capital budget, the implementation and oversight of the accounting system, and the management of Hospice resources to ensure their safe and effective utilization
- Establish, implement and evaluate goals and objectives for hospice services that meet and promote high standards of quality and ethical compliance
- Promotes effective planning and utilization of agency resources for efficient and cost effective delivery of quality patient care
- Oversees the development of HOF policies and procedures for personnel in accordance with State and Federal regulations
- Oversees the development of HOF policies and procedures for the delivery of patient care services in Hospice in accordance with standards as established by regulatory or accrediting bodies
- Collaborates in strategic planning with other members of Senior Leadership, obtaining input from the Hospice Senior Leadership Team
- Performs at speaking engagements in representation and on behalf of Hospice, and promotes HOF through community involvement and participation in professional organizations
- Directly oversees the Quality Assessment/Performance Improvement Program (QAPI).
- Prepares Annual Agency Evaluation
- Complies with all licensing and regulatory agency requirements relating to Hospice services.
- Performs other duties as requested by the Board of Directors
- The Executive Director promotes professional and productive relationships within the Senior Management Team and other direct reports



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### Knowledge and Skills

#### Required

- Demonstrates commitment to own professional development
- Excellent listening, verbal, and written communication skills
- Demonstrates a willingness to work constructively and cooperatively with other members of the hospice team and reflect concern for the well-being of patients and employees
- Ability to lead staff effectively and coach to improve function and delivery of agency services
- Demonstrates a commitment to providing high quality hospice services as evidenced by appropriate professional behavior
- Public speaking, developing relationships with identified partners, groups, businesses with whom Hospice of the Foothills may have or need to establish affiliation
- Deep understanding of the post-acute care landscape, locally, regionally and nationally

### Education & Experience

#### Required

- Bachelor's Degree in health, nursing, hospital or business administration, or other applicable field
- Five years of supervisory or administrative experience in a hospice, community health service, home health service, or public service

#### Desired

- A Master's Degree in public health, nursing, hospital or business administration or other applicable field
- Hospice Certification

### License / Certifications

#### Required

- Possess and maintain valid California driver's license, a reliable automobile and evidence of appropriate liability insurance

### Physical and Mental Job Requirements

Hospice of the Foothills will provide a safe and healthy work environment, safety training, and promote safe working practices. All employees will utilize the training provided to perform work safely at all times and prevent unsafe work practices. All employees will assist management in accident prevention. Unsafe work practices, including those resulting in injuries, will not be tolerated and may result in disciplinary action up to and including termination. Below is information pertaining to the physical and mental requirements of the above specified job.

ACTIVITY (Hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8+ hours
Sitting			x	
Walking		x		



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Standing		x		
Bending (neck or waist)		x		
Twisting (neck or waist)		x		
Squatting		x		
Climbing	x			
Kneeling		x		
Lifting is a requirement?	Yes	No	No	<input type="checkbox"/>
Heavy Lifting	0-25 pounds	25-40 pounds	40-65 pounds	65-85 pounds
Frequency of lifting weight marked above	CONSTANTLY	OCCASIONALLY	OCCASIONALLY	OCCASIONALLY
Is repetitive use of hand required?	NA	Yes	No	NA
Simple Grasping (right hand)		x		
Simple Grasping (left hand)		x		
Power Grasping (right hand)		x		
Power Grasping (left hand)		x		
Fine Manipulation (right hand)		x		
Fine Manipulation (left hand)		x		
Pushing & Pulling (right hand)		x		
Pushing & Pulling (left hand)		x		
Reaching (above shoulder level)		x		
Reaching (below shoulder level)		x		
Customer/Patient Interaction				x

### Acknowledgement

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_