Job Description: Executive Director Medicare Certified Home Health Agency

Reports to: ______________________
Status: Exempt

Job Summary:
Will assume overall responsibility and authority for administrative and leadership functions, supervision of the established organizational plan and responsibility for ongoing communication with the Board of Directors, Professional Advisory Committee, as well as the entire Agency staff. Administrator or designee will be available during Agency's operating hours.

Duties of the Administrator of a Licensed and Certified Agency
Agency defines the responsibilities of the Licensed/Certified Administrator to include, but not be limited to:
- Plan, organize, direct and evaluate operations to ensure the provision of adequate and appropriate care and services
- Ensure Agency is in compliance with all applicable federal, state, and local laws and regulatory agencies
- Be responsible for fiscal planning, budgeting and management of operations in accordance with established fiscal parameters
- Implement governing body directives and ensure that appropriate service policies are developed and implemented
- Recruit, employ and retain qualified personnel to maintain appropriate staffing levels
- Establish and maintain effective channels of communication
- Ensure program personnel have current clinical information and current practices
- Direct and monitor organizational Performance Improvement activities
- Ensure staff development including orientation, in-service education, continuing education and evaluation of staff
- Assure skilled nursing and other therapeutic services furnished are under the supervision and direction of a physician or an RN
- Assure appropriate staff supervision during all operating hours
- Assure the development and qualifications for professional services and the assignment of personnel
- Ensure the accuracy of public information materials and activities
- Inform the governing body, staff and professional advisory group of current organizational, community, and industry trends
- Take action on reports and recommendations of any authorized planning, regulatory or inspection agencies
- Ensure staff education, evaluations and availability of applicable regulations to all Agency staff, including contractual providers
Ensure completion, maintenance and submission of required reports
Ensure documentation of services is accurate and timely
Employs or contracts with qualified personnel.
Maintaining a current organizational chart to show lines of authority down to patient level
Responsibility and authority for the administrative and leadership functions of Agency
Responsible for supervision and evaluation of satisfaction surveys on all patients served.

The Administrator will identify resources needed to implement his/her responsibilities and will notify the Board of Directors of these needs.
The Administrator will notify the Board of Directors immediately if unable to fulfill his/her responsibilities.
The license holder will designate, in writing, the appropriate qualified person to perform the responsibilities of the Administrator's position in his/her absence.

**Preferred qualifications: Minimum Requirements**
- Prior Home Health Management (5 years)
- Associates, Bachelors or Advanced degree in a health care field
- Licensed Clinician in the state of practice with 3-5 years of experience in the Home Care setting.

Participates in required in-services.
Participates in Performance Improvement Program.
Contributes to the achievement of company goals
Complies with accreditation, legal, regulatory, and safety requirements.

**PHYSICAL DEMANDS: See attached**

I have read and understand the position of Administrative Director

Print Name ____________________________________________________

Employee’s Signature_________________________________________ Date________