



Chief Executive Officer
Clara Barton Medical Center
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APPLY ONLINE: [Career Opportunity - Clara Barton Medical Center \(clarabartonhospital.com\)](http://www.clarabartonhospital.com)

PURPOSE: The CEO is responsible for providing strategic leadership, staff development, budgeting, and management of key services in accordance with policies and procedures and current federal, state, and local standards, guidelines, and regulations that govern CAH facilities. The CEO shall have the necessary authority to effect this responsibility, subject to such policies as may be adopted by the board or any committees to which the board has delegated power for such action. The CEO shall, unless otherwise expressly provided, be an ex officio member, without vote, of all management committees, and shall act as the duly authorized representative of the board in all matters except those in which the board has formally designated some other person or group to act.

ESSENTIAL JOB FUNCTIONS:

- Participates with the Board of Directors (BOD) in charting the course of Clara Barton Hospital (CBH) in response to the developing needs of the community
- Plans and implements programs on a Hospital-wide basis
- Establishes strong and appropriate supervisor relationships
- Develops smooth and constructive interface relationships with executive colleagues, as well as outside agencies, organizations and individuals
- Evaluates the effect of external forces on the organization; recommends strategic plans that support the Hospital's mission, vision and core values
- Informs the BOD of current trends, issues, problems, and activities in health care generally, in community health needs, and in the Hospital to facilitate policymaking. Recommends hospital policy positions concerning legislation, government administrative policies, and other matters of policy
- Assists in identifying potential board members
- Ensures the attainment of Hospital objectives through the selection, development, motivation, and evaluation of hospital personnel
- Reviews all employee performance for continual accountability and appropriate merit increases

- Establishes appropriate departmentalization and delegation
- Demonstrates a commitment to continuous formal and informal education, professional growth and development in healthcare management
- Negotiates professional contracts and ensures that appropriate salary structures are developed and maintained
- Monitors the adequacy of the Hospital's medical activities through coordination with the Board, medical staff, and nursing personnel, and the policies needed to ensure acceptable health care standards
- Ensures facility operating stability by creating a working environment that is satisfactory to staff and physicians
- Promotes health care services that are produced in a cost-effective manner (employing economy while maintaining an acceptable level of quality)
- Assures the sound fiscal operation of the Hospital, including timely, accurate and comprehensive development of an annual budget and its implementation
- Plans for capital equipment through budget and obtains approvals for capital purchases above specified threshold. Plans the use of physical resources of the hospital and insures against physical damages
- Arranges contractual relationships with consultants, contractors, architects, etc., on behalf of the Board in planning and developing facilities, finances and personnel programs
- Combines organizational resources in such a way as to maximize quantity and quality to obtain an optimal outcome
- Ensures regulatory compliance with accrediting/licensing entities by continually monitoring the organization's service delivery and initiating changes, as required. Participates in litigation for the hospital and informs the board of the need to initiate litigation. Approves final settlements of all lawsuits against the hospital
- Works with legislators, regulatory agencies, and representatives of the industry to ensure that legislative and regulatory policies promote the health of the community and do not place unmanageable encumbrances upon the hospital. Supports state and national associations, and solicits Board and community support
- Encourages the integration of the Hospital within the community by using effective communication and a public relations program

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Collaborates with the foundation, auxiliary, staff, and volunteers to improve service and generate community involvement with the hospital; speaks to community groups concerning health problems and new programs
- Represents the Board to the community and the Hospital in state and national associations concerned with health care delivery
- Initiates, develops, and maintains cooperative relationships with the business community and with other hospitals. Assists the Foundation in organizing fund-raising efforts such
- Fosters a smoothly functioning, efficient organization through timely and effective resolution of disruptions

PHYSICAL DEMANDS/WORKING CONDITIONS:

- High-stress position based on full responsibility for hospital operation
- Handles detailed, complex concepts and problems and makes rapid decisions regarding administrative issues
- Hours may be long and irregular
- Plans and meets deadlines
- Works in office areas as well as throughout the Hospital
- Sits stands, bends, lifts and moves intermittently during working hours.
- Interacts with patients, family members, Staff, visitors, governmental agencies/personnel under all conditions/circumstances
- May be exposed to infectious waste, diseases, and conditions, including exposure to the AIDS and Hepatitis V viruses

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCY:

- Bachelor's degree in business management with specific experience in health care
- Professional appearance and manner
- Must possess the ability:
 - To make independent decisions when circumstances warrant
 - To deal tactfully with Staff, patients, family members, visitors, government agencies/personnel and the general public
 - To work harmoniously with and supervise professional and non-professional Staff
 - To maintain optimism and enthusiasm, as well as maintain good Staff relations and employee morale
 - To read and interpret financial records and reports