Position Description

The President and CEO of the Critical Access Hospital is responsible for strategic long-range planning, program development and modification, and coordination of all activities for the local CAH health services. The position has dual reporting to the Health System and is responsible to the local Board of Directors. Serves as a member of the CAH Foundation Board. Administers, directs and coordinates all activities of CAH health services to carry out its mission to provide high quality health care and participation in community health programs. Is responsible for total organization operations; responsible for the development and implementation of organization programs and policies; serves as Chief Executive Officer of CAH Health Services and has responsibility for medical staff and their programs; responsible for appropriate formal and informal communication; responsible for organization management, employees and for the effective utilization and control of the organization’s physical and financial resources. Is chief spokesperson for organization’s public positions and policies and represents CAH Health Services in the community.

Education/Experience:

- Master's Degree in Hospital Administration, Business Administration or a healthcare related field.

- Experience: Ten (10) years of senior management experience (Departmental Director or above), five (5) of which are as a top level executive (Vice President or above).

- Requires extensive professional and technical knowledge of health care delivery systems, Hospital management and related areas.

- Knowledge of marketing, finance, quality, change management and risk assessment.
• Knowledge, skills, and abilities which are required but are typically learned on the job include changes in health care laws and policies and changes in governmental and legislative processes.

• Skill in establishing and maintaining effective interpersonal relationships with all levels of management, physicians, employees, business, government and community officials and the general public.

• Skill in maintaining effective medical staff relations, governing board relations, interpersonal skills, communications, strategic and financial planning, and leadership.

• Skill in problem solving, negotiations, and issue identification in employee situations.

• Ability to direct and manage within a large organization and ability to integrate and harmonize diversified managerial functions involved in the operations, support and administration of a large health care organization.

• Ability to organize, plan, execute, control and evaluate programs and activities of a hospital with multiple constituencies.

• Ability to develop and administer organizational philosophy and objectives.

• Demonstrated ability to implement physician recruitment efforts.

• Leads on environment where customer orientation in providing healthcare services is a central philosophy.

• Excellent oral and written communication skills.

• Team building skills and the ability to effectively gain consensus among multiple constituencies.

• An assertive risk-taker who can be sensitive to the expectations of the board, medical staff and members of the management team.

Special Knowledge/Skills/Certifications/Licenses: Nursing Home Admin License preferred