

Winner Regional Health

CEO Job Description (Working document for purposes of understanding position role)

Position will support the Sanford Health Approved Position – Upon negotiation for the role.

Job Summary:

The Chief Executive Officer (CEO) will be responsible for overall administrative management and operation of the hospital, clinics, long-term care program, and related entities under the health umbrella in Winner, SD.

Supervisory Responsibilities:

- Responsible for overall administrative management and operation of the hospital and all related services.

Duties/Responsibilities:

- Participates with the board in charting the course the hospital is to take in response to developing needs of the community. Evaluates the effect of external forces on the institution and recommends long-range plans that support the institution's philosophy and general objectives. Recommends hospital policy positions concerning legislation, government administrative policies, and other policy matters.
- Ensures attainment of hospital objectives through the selection, development, motivation, and evaluation of organizational staff. Specifies staff accountabilities and evaluates performance. Leads in educational programs, participates as teacher and preceptor. Pursues formal and informal education in health care management. Negotiates professional contracts and sees that appropriate salary structures are developed and maintained.
- Monitors the adequacy and quality of the hospital's medical activities through coordination with the board, management partners, the medical and nursing staffs, and enacts policies to assure excellent health care services.
- Assures the sound fiscal operation of the hospital including timely, accurate, and comprehensive development of an annual budget and its implementation. Plans for the purchasing of capital equipment and obtains approval for capital purchases above specified threshold. Plans for the use of physical resources of the organization and insures against physical damages.
- Ensures compliance with the regulations of governing hospitals and the rules of accrediting bodies 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 any lawsuits against the hospital.
- Works with legislators, regulatory agencies, and representatives of the industry to assure that legislative and regulatory policies promote the health of the community and do not place unmanageable encumbrances on the hospital.

- Encourages and actively engages in the integration of the hospital in the community by using effective communication and public relations skills. Communicates with staff and volunteers to improve service and to generate community involvement with the hospital.

Required Skills/Abilities:

- Ability to perform in a high-stress position with full responsibility for hospital operation.
- Ability to handle detailed, complex concepts and problems and to make rapid decisions regarding administrative issues.
- Ability to plan and implement programs on hospital-wide basis.
- Ability to establish strong and appropriate supervisor relationships.
- Ability to develop smooth and constructive relationships with external stakeholders and constituencies, including executive colleagues, outside agencies, organizations, and individuals.
- Ability to maintain a flexible work schedule to meet various demands of executive management in the hospital.
- Ability to convey a professional and positive image and attitude regarding the hospital.

Education and Experience:

- Bachelor's degree in relevant field required, Master's degree in hospital administration, health, business, or public health preferred.
- At least five years of experience in a hospital administration position with responsibility for administrative supervision and board of trustees contact.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.