University of Iowa Community HomeCare
POSITION DESCRIPTION
Executive Director

**Supervisor's Title:**
CEO University of Iowa Health Ventures

**Status:** Exempt, Salaried

**Supervisory Responsibility:**
Associate Director, Nurse Manager, Warehouse Manager, Client Care Coordinators, MIS Manager, Reimbursement Coordinators, Billing Support Specialist, Receptionist Contracted Staff- Pharmacist in Charge, Corporate Controller, Human Resource Specialist

**Overall Responsibilities and Specific Duties:**

Upon the authority delegated by the University of Iowa Health Ventures Board of Managers, the Executive Director provides for day to day management of the organization which may include but are not limited to the following components.

**Provides Program Leadership:**

- Provides leadership for HOMECARE initiatives by demonstrating a global perspective, a collaborative style, and the ability to build consensus for change.

- Provides for strategic program development with a focus on diversification, meeting unmet needs and opportunities for collaboration.

- Directs the activities of contract vendors providing support services and HomeCare products. Negotiate and monitor product and service requirements and charges. Routinely assess quality of service provided by vendor.

**Provides Staff Leadership:**

- Supervises the work activities of HomeCare staff including clinical coordinators, professional, and clerical staffs. Establish major task assignments and monitor performance to ensure compliance with established standards. Perform various personnel actions per HOMECARE policy.

- Assures there are adequate personnel with appropriate qualifications to carry out the work of the organization.

- Formulates policies, procedures, and protocols and provide leadership for HomeCare services.

- Communicates with staff to keep them informed about healthcare trends, HOMECARE operational plans, and their specific work area.

**Provides Financial Leadership:**

- Manages the HomeCare Program financial accounts, including accounts payable and accounts receivable information. Develop and recommend budgets and monitor, verify, and approve expenditures of budgeted funds. Make and/or recommend improvements in financial policies and practices for HomeCare.

- Develops provider relationships with third party payors for home health care. Manage
reimbursement negotiations and verification of insurance coverage with private insurers, Medicaid, and Medicare. Develop case financial projections to demonstrate cost effectiveness of HomeCare as alternative form of care.

• Contracts with Medicare, Medicaid and third party payers for the provision of services.

Provides Customer Service Leadership:

• Delivers services, which are responsive to customer needs in light of the mission, goals, and direction of the HOMECARE.

• Establishes and maintain a close working relationships with the interdisciplinary staffs of the UIHC involved in managing the care of patients at home.

• Responds to verbal and written issues, concerns, or complaints from HomeCare staff, patients, families, physicians, nurses, other UIHC staff, insurance companies, contract vendors, or other outside vendors.

Provides Value Management Leadership:

• Assures compliance with Federal and State laws related to the practice of pharmacy and nursing and with standards regarding the provision of services and billing for those services.

• Facilitates the development and implementation of the Performance Improvement (PI) plan. Assist in the identification of goals and related client/patient outcomes. Coordinate, participate and report activities and outcomes.

• Uses data analysis and benchmarking for managing resources in and effective and productive manner.

Provides Technical Leadership:

• Demonstrates current skills and knowledge in specific field of expertise or general administration.

• Responds to written or verbal requests for consultation regarding HomeCare's activities, plans, and opportunities from constituents within the UIHC and throughout the State of Iowa.

• Provides direction and consultation for UIHC and contract vendor staff regarding services to HomeCare patients and families.

Interacts With Senior Management:

• Serves as liaison to the Board of Directors and staff of UIHV, perform general corporate functions, and represent the University and UIHC to outside professional and service organizations.

• Keeps abreast of potential areas of collaboration by attending HOMECARE Management and Nursing Clinical Administration Council meetings.

Performs other related duties incidental to the work described herein.

Physical Requirements:
Driving a car daily, sometimes distances of 100 miles one-way.

Carrying supplies, manuals, or books weighing as much as 20 lbs from office to HOMECARE warehouse for storage.

Sitting at a desk, working on a computer for periods ranging from 15 min. to hours at a time.

**Minimum qualifications:**

Master’s degree in nursing, business/hospital administration, or pharmacy degree required. Public health or related degree considered.

Significant (10 plus years) of health care operations experience, preferably with home health care or other alternate delivery systems.

An established record as a strong team player, able to work closely with other professionals, quickly establish rapport, gain respect, and to lead.

Executive presence and demonstrated management skills necessary to provide leadership and achieve desired goals and interact effectively with management of UIHC Hospitals, members of the health care and business community, and representatives of governmental agencies.

Effective interpersonal, decision-making, written and verbal communication skills.

Assertiveness in the presentation and selling of ideas, balanced by sensitivity to the views of various interest groups and HomeCare constituents.

An innovative, high-energy executive with proven skill in developing and implementing new concepts and programs and evidence of ability of provide direction in a rapidly changing environment.

Ability to deal with stress and ambiguity as part of the evolution of HOMECARE and the HomeCare industry in general.