



JOB DESCRIPTION
Diocesan Health Facilities Organization
Diocese of Fall River

JOB TITLE: Chief Executive Officer

REPORTS TO: Most Reverend Edgar M. da Cunha, SDV, Bishop of Fall River

Summary of Responsibilities

Under the direction of the Roman Catholic Bishop of Fall River, the CEO of D.H.F.O., directs, develops, recommends and implements system-wide plans and strategies. Oversees the coordination of operations to ensure consistency with D.H.F.O. external standards, regulations and teachings of the Church and mission of the Diocese of Fall River. Responsible for operational oversight of five skilled nursing facilities, one adult day health center and one home health care agency.

Basic Knowledge

Extensive knowledge of nursing home administration [including CMS and state regulations] equivalent to graduate level training in healthcare management. Knowledge of the Ethical and Religious Directives of the Catholic Church as well as a basic understanding of the teachings of the Catholic Church.

Experience

Work requires 7 – 10 years of experience in health services management and long-term care.

Supervisory Responsibility

Responsible directly and through management staff for supervision of all D.H.F.O. staff, of approximately 1,200 employees.

General Duties

Builds and sustains a healthy, nurturing positive and productive culture around Diocesan core values.

Determines policies and procedures and provides overall direction of the organization.

Plans, directs and coordinates day-to-day operations at the highest management level within D.H.F.O.

Leads strategic development initiatives.

Develops safeguards required to be in compliance with state and federal regulations.

Delivers strong financial performance.

Develops and maintains proper governance structure of all D.H.F.O. entities ensuring boards and

committees are active and productive.

More Specific Deliverables

With input from senior management staff, formulate and recommend D.H.F.O. mission statement, broad system-wide policies and procedures, priorities, organizational strategies, etc.; present and review with Bishop, and educate, communicate and explain to D.H.F.O. management and staff.

Chair regular meetings with D.H.F.O. facility Administrators and others to consider operational plans and objectives, review new developments, identify and consider system-wide challenges, coordinate operations, and develop common approaches and D.H.F.O. guidelines, policies and standards.

Responsible for monitoring D.H.F.O. operations to ensure achievement of goals and objectives consistent with established standards, guidelines, and regulations. Tour facilities on a regular basis; review operating reports and committee minutes; and meet with managers and staff to assess operational performance and to initiate corrective action as required.

Serve as D.H.F.O. senior representative to the Diocese and to government, regulatory, insurance, civic and other organizations and officials to promote D.H.F.O. programs, needs and initiatives and to facilitate external processing of requests.

Keep apprised of new and existing laws and regulations affecting operations of the system; review laws and regulations with management staff as appropriate and provide direction for establishment of D.H.F.O. policies and procedures to ensure compliance.

Establish guidelines for development of annual D.H.F.O. budget, in conjunction with the Chief Financial Officer; oversee preparation of budget and determination of specific program budgets and amounts to be funded; and oversee the administration and monitoring and ongoing management of approved budgets, referring to Bishop on expenditures over authorization levels and for approval of Diocesan loans [if needed].

Oversee maintenance, renovation and construction of D.H.F.O. facilities through the Director of Facility Development and Planning and related staff. Review final recommendations for capital construction and/or renovation; may meet with proposed contractors; sign all related contracts or recommend their signature by the Bishop.

Responsible for recruiting, selection, hiring, development/coaching, evaluation, salary administration, and counseling or progressive discipline of Administrators and D.H.F.O. management staff. Review and approve recommendations from Administrators regarding hiring of their management personnel and related recommendations concerning salary administration and discipline. In accordance with D.H.F.O. policies, hear and render decisions concerning employee grievances at the final step.

With support from Diocesan Clergy, ensure and oversee the provisions of spiritual guidance and pastoral counseling within the D.H.F.O. community, consistent with teachings of the Catholic Church.

Maintain current knowledge of developments in the field of long-term care, geriatric health

services, psychiatric management, and business administration through participation in courses, seminars, and reviewing of relevant literature, etc.

Perform duties in compliance with all established safety rules, regulations, policies and procedures, and other related duties as required.

The Diocesan Health Facilities Organization offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Peter Powers, SHRM-SCP, Executive Director of Human Resources and Administration. E-mail: ppowers@dioc-fr.org; Confidential Fax: (508)689-7920; Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer