

Job Description Executive Director

FUNCTION:

Maintains the administrative and management responsibility for the overall coordination of all departments and subdivisions of the business entity on a daily basis on behalf of the Board of Directors. The Executive Director also functions as an advisor and researcher to the Board. He/She is expected to offer and make recommendations concerning all aspects of the organization. The Executive Director has the right to assign and/or delegate his/her duties, but not responsibility.

NATURE AND SCOPE:

This position reports to the Board of Directors.

The Executive Director provides the leadership, guidance and direction for the staff.

Maintains an open and close line of communication with the Board of Directors regarding all aspects of the organization in the form of both oral and written reports as necessary. He/She directly supervises the activities of the office staff and the field staff to ensure coordination of business activities and goals with those of operations. This coordination is to ensure the development and implementation of the goals and direction established by the Board of Directors. The Executive Director functions as the official liaison to all external agencies on behalf of the Board of Directors and ensures that all financial accounting procedures and the overall management of the organization meet with accepted business practices.

The Executive Director works in conjunction with the Board of Directors in developing short- and long-term financial strategies, plans and goals. He/She also assures strict control of the organization through the use of budgeting, financial statement preparation and analysis, cash management, forecasting, data processing and the management of personnel. He/She will assure the development and implementation of procedures in accordance with Board policy and state law.

In a large-scale incident, the Executive Director will function as the highest level of UVA staff in the Incident Command system.

REPORTING TO THIS POSITION:

Office Manager - Provides business office information including basic accounting and bookkeeping procedures to the Executive Director and relieves him/her of clerical work and minor administrative and business details of the office.

Field Personnel - Provides operational input via oral and written reports as per the duties and responsibilities of the position. May provide minor clerical work.

PRINCIPLE ACCOUNTABILITIES:

1. Maintains control of all departments of UVA through management and leadership of Office Manager and Field Personnel.
2. Maintains control of all financial and accounting functions for UVA.
3. Provides the Board of Directors with current information regarding the financial and operational status of the organization.
4. Works in conjunction with the Board of Directors in financial planning and community interaction.

PRINCIPLE ACCOUNTABILITIES RELATED TO PATIENT PRIVACY:

1. The employee is expected to protect the privacy of all patient information in accordance with UVA's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with UVA's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with UVA.
2. The employee may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other UVA operations.
3. The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding UVA's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer (Executive Director assumes this role if no one is appointed).
4. The employee is expected to actively participate in UVA's privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with UVA's policy.