



Job Documentation

JOB TITLE: Chief Executive Officer

JOB CODE: 050

DEPARTMENT: Administration

STATUS: Exempt

SUPERVISES:

ADDENDUMS: NA

REPORTS TO: CCCH Board of Directors

EFFECTIVE DATE: 1/1/2021

REVISED ON: 12/31/20

PRIMARY FUNCTIONS

The Chief Executive Officer (CEO) is responsible for providing strategic leadership for CCCH by working with the Board of Directors and the Leadership Team to establish long-range goals, strategies, plans and policies. Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- Bachelor's Degree in Business or Healthcare or related field required; Master's Degree in Business or Healthcare Administration preferred
- Healthcare or Critical Access Hospital experience preferred
- Previous supervisory experience preferred
- Cerner experience preferred

Certificates, Licensure, Registrations

- N/A

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR



- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Establishes credibility throughout the organization and with the Board as an effective developer of solutions to business challenges.
- Provides leadership and management to ensure that the mission and core values of CCCH are put into practice.
- Responsible for driving CCCH to achieve and surpass sales, profitability, cash flow and business goals and objectives.
- Spearheads the development, communication and implementation of effective growth strategies and processes.
- Collaborates with the Leadership Team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of CCCH.
- Motivates and leads a high-performance management team; attracts recruits and retains required members of the executive team not currently in place; provides mentoring as a cornerstone to the management career development program.
- Assists, as required, in raising additional capital at appropriate valuations to enable the company to meet sales, growth and market share objectives.
- Fosters a success-oriented, accountable environment within CCCH.
- Represents CCCH to the community and other health agencies and works to further progress the mission of CCCH.

Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.



Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely (0-25% of day)	Occasionally (26-50% of day)	Frequently (51-75% of day)	Continuously (76-100% of day)	
Lift: light weight (0-20 lbs.)				X		
Lift: moderate weight (20-35 lbs.)			X			
Lift: heavy weight (35-50 lbs.)		X				
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch		X				
Kneel		X				
Push			X			
Pull			X			
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read					X	
Talk/verbal skills					X	
Hear					X	
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date