



Ladies of Charity Caregiving, Inc.

The Ladies of Charity Caregiving, Inc., rooted in a 400-year-old faith-inspired mission, is a Home Care service providing for the spiritual and corporal needs of persons who are sick, elderly or disabled, while providing just and dignified employment opportunities for women and men.

- TITLE:** Executive Director
- RELATIONSHIPS:** Reports to the Board of Directors
- ROLE:** This person will lead Ladies of Charity Caregiving, Inc., a mission focused home health-care agency, which provides quality care for persons requiring assistance in the home and quality jobs for care workers in accord with the Vincentian values and resources of the Ladies of Charity Caregiving, Inc.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. LEADERSHIP

- a. Ensure alignment among the organization's direction, vision for the future, strategy, and purpose and the core values of the Ladies of Charity.
- b. Implement goals for the agency, including quality care, quality jobs, and financial vitality, in conjunction with the board of directors.
- c. Develop and maintain relationships with members of the Board and other collaborators and major stakeholders.
- d. Provide leadership for the LOCC Homecare Administrators, including recruiting, hiring, training, evaluating, and coordinating.
- e. Provide the "Executive Director's Report" (monthly/quarterly) to the Board and attend Board meetings as requested.
- f. Prepare the annual operating and capital budgets.
- g. Review financial performance information to ensure that the organizational resources are allocated effectively and efficiently.
- h. Actively interface with organizations that share the Ladies of Charity mission and values.
- i. Promote the organization and its quality care/job framework to industry colleagues and public policy makers.
- j. Integrate the Mission into the organization, policy and procedures.

2. BUSINESS DEVELOPMENT

- a. Set up local LOCC home care offices and facilitate their growth.
- b. Oversee plans for the operational infrastructure of systems, processes and personnel design.
- c. Research and develop funding sources (private, grants, government).
- d. Establish and maintain productive working relationships with contractors, service providers and other outside agencies.

- e. Stay abreast of industry related issues and regulations.
- f. Ensure optimal organization/business models are in place.
- g. Develop business plans for national HQ and local branch offices.
- h. Be responsible for operations, office personnel and consultants.
- i. Be responsible for criteria for identifying new local branches and LOCC Homecare Administrators.
- j. Recruit new local LOC Association branches and LOCC Homecare Administrators.
- k. Be responsible for marketing plans for clients and caregivers, and the Medicaid market.
- l. Be responsible for caregiver training programs and procedures.
- m. Maintain all operating systems (HR, payroll, benefits, billing, quality assurance, risk management).

3. SKILLS AND ABILITIES

- a. Exceptional leadership, administrative and interpersonal skills and experience.
- b. Ability to communicate effectively and appropriately with staff, colleagues and clients.
- c. Capacity to identify complex issues and assist in resolving those issues, effective problem-solving skills.
- d. Creative and resourceful. Excited by entrepreneurial challenges.
- e. Ability to mentor and support staff in both one-to-one and group settings.

4. QUALIFICATIONS

- a. Graduate Degree preferred, either Health Care Administration or MBA.
- b. Five years' senior management experience in health care, preferably in home care.
- c. Proficiency in computer applications relevant to health care operations.
- d. Familiarity with Catholic Social Thought as well as Church values and structures.
- e. Ability to and willingness to travel within the USA.