

## **Position Description – Draft 1 – February 1, 2016**

### **Executive Director, North Central Accountable Community of Health (NC ACH)**

Salary: [Olympic offers \$6,267 to \$8,818 per month, \$75,204-\$105,816 annually. What's right for NC ACH?]

Hours: 40 hours/week (100% FTE), may include evening or weekend hours

Status: Regular, full-time, with benefits

Closing Date: TBD

#### **The Position**

Definition: The NC ACH Executive Director is responsible for planning, organizing, directing, and administering the operations of the newly created North Central Accountable Community of Health under the direction of the NC ACH Governing Board. At this time, Chelan-Douglas Health District (CDHD) is serving as the NC ACH Interim Backbone Organization, providing administrative support to NC ACH. As a result, the Executive Director would be hired initially by CDHD and would report on a day-to-day basis to the CDHD Administrator. NC ACH plans to establish a nonprofit entity to provide backbone support to NC ACH, and when that happens the position would be transferred to that organization. Current funding for NC ACH operations is provided through grants from the Washington State Health Care Authority as part of the Healthier Washington initiative.

The North Central Accountable Community of Health is one of nine such organizations created statewide as part of the Healthier Washington initiative. The North Central region includes Okanogan, Grant, Douglas and Chelan Counties. More information on Healthier Washington can be found at <http://www.hca.wa.gov/hw/Pages/default.aspx>. The NC ACH Governance Charter describes the organization's purpose as follows:

#### **NCACH Purpose and Rationale**

The purpose of the North Central Accountable Community of Health is to improve the health of our communities in Okanogan, Grant, Chelan and Douglas Counties through achievement of the Triple Aim, which includes:

- Improving patient care, including quality and satisfaction;
- Reducing the *per-capita* cost of health care, and;
- Improving the health of the population.

There is a diversity of opinion in North Central Washington about health care reform, but one common principle informs NCACH's work: major changes are coming to our health care system, and it is critical

for our communities to have a strong voice in that process. NCACH is the primary vehicle through which our communities can be heard and can participate in the process of change.

Information on NC ACH activities so far can be found at <http://www.mydocvault.us/>.

The primary role of the NC ACH Executive Director is to provide professional leadership to this effort. The Executive Director makes professional and technical decisions, exercising considerable independence in decision making on complex and significant issues which impact overall NC ACH operations and may have a significant impact on health system reform on a long-term basis. The Executive Director must be a highly professional, dynamic and effective leader with a broad understanding of health, including the social determinants of health, the health care system and the state agencies involved in the Healthier Washington initiative. The NC ACH Executive Director's work brings together multiple stakeholders and interested parties to create forward progress in transforming the public's health in our four-county region. The Executive Director must foster effective communication among members of these teams and participates in team meetings to support strong communication across the larger portfolio of Healthier Washington-related initiatives.

### **Essential Functions**

- Thinks critically and creatively about the potential and capacities of the NC Accountable Community of Health to improve the health of people living in our region, and about related initiatives from state and federal agencies as well as those coming from within the region.
- Maintains current awareness of the achievements and obstacles faced by other Accountable Communities of Health, and the overall Healthier Washington initiative, by serving as an active participant in statewide ACH meetings, discussions and collaborations.
- Provides meaningful leadership to the NC ACH Governing Board, while respecting and following through on its decisions as the organization's policy making and governing body.
- Establishes and maintains strong working relationships with elected officials, health care providers and the leaders of provider organizations, state agency leaders, local social service and public health organizations and their leaders, interested members of the public, and the many other partners critical to an ACH's success.
- Learns and understands the organizational needs and agendas that drive ACH partners.
- Coordinates the functioning of the Governing Board and associated committees and work groups. Assures the development and use of effective charters or operating agreements, work plans, and deliverables.
- Supports the work of the governing body to create a formal legal structure that will ensure the sustainability of the entity as the work of Healthier Washington moves forward, to ensure maximum population health impact across the region.

- Develops and manages the NC ACH budget, ensuring budget compliance, monitoring, tracking; and ensures that all work stays within budgetary constraints.
- Works to develop other sources of funding.
- Manages subcontracts when external expertise is required, within budget, ensuring that the contractor performs as agreed.
- Assesses needs for technical expertise and consultation throughout the project. Makes recommendations for and procures consultant services, within available budget. Manages consultant work in support of NC ACH governing body objectives.
- Provides the chief public presence and voice of the NC ACH as empowered to do so by the Governing Board, and acts as the lead spokesperson and public presence for the NC ACH and its community initiatives.
- Creates, reviews and approves summaries and/or reports which provide information, status updates and program justification for all components of the work. Provides regular status reports to internal and external audiences. Flags issues that need attention from colleagues, ACH leadership, or the ACH partners.
- Engages a wide range of stakeholders to ensure full representation and participation of groups and demographics associated with the work, including healthcare and public health consumer involvement. Ensures the sustained collaborative involvement of the right local and state partners. Brings stakeholders together to analyze data, evaluate evidence-based projects, and implement projects that can effectively improve the public's health across the region.
- Prepares straw proposals, briefing documents, speaking points, presentations, reports, applications, budgets and/or other documents associated with moving work plans forward.
- Liaisons with the Washington State Health Care Authority, and other agencies involved in the Healthier Washington work, to ensure maximum coordination between the various arms of the effort in the NC ACH.
- Participates in planning and technical assistance sessions with other Accountable Community of Health leaders and participants across the state, as appropriate.
- Oversees grant funding procurement and develops proposals based on NC ACH Governing Board guidance; monitors and ensures NC ACH design grant implementation, funding, milestone achievement, evaluation, and reporting.
- Provides direction, administration and short- and long-term planning and evaluation for the NC ACH team.
- Plans, organizes, and supervises the work of staff.
- Recommends selection of staff, develops procedures and performance standards, provides training, monitors progress, provides effective staff supervision and accountability, and evaluates employee performance.
- Collaborates in staff development, communications, program planning, implementation, and evaluation, including community partners as appropriate.

- Serves as a resource person for staff; motivates and mentors staff in providing quality and appropriate quantity of work in assigned area utilizing resources efficiently; models and promotes team building skills among assigned staff.
- Coordinates, reviews and evaluates the program work plan(s); meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products; methods and procedures.
- Prepares a variety of letters, memos, minutes, contracts, forms, reports, and other documents; operates computers to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other related duties as assigned.
- Remains modest in spite of the semi-divine qualities required to do all these things well.

### **Minimum Requirements**

- Master's degree from an accredited institution in a job-related field and eight (8) years of progressively responsible and relevant professional experience, of which at least three years have been of recent relevant management experience.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying, provided the individual's background demonstrates evidence of the knowledge, skills and abilities required to perform the duties of the position.
- Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, the use of the Executive Director's personal motor vehicle on a regular basis, and proof of appropriate auto insurance.

### **To Apply or for More Information:**

Submit a resume and CDHD Application for Employment (available at <http://www.cdhd.wa.gov/About%20Us/Employment/docs/ApplicationforEmployment122010.pdf>) to:

Barry Kling, Administrator  
 Chelan-Douglas Health District  
 200 Valley Mall Parkway  
 East Wenatchee, Washington 98802  
[Barry.kling@cdhd.wa.gov](mailto:Barry.kling@cdhd.wa.gov)  
 Office: 509-886-6480  
 Cell: 509-264-7045

In reviewing this draft job description, it may be helpful to see the way we defined backbone functions in our 2015 letter regarding interest by NC ACH partners in becoming our backbone organization:

1. As a public or nonprofit entity, apply for, manage and be accountable for funding from state agencies and other sources to address NCACH objectives.
2. Hire and supervise NCACH staff.
3. Provide executive leadership and staff support to the Governing Board, Regional Council, Coalitions for Health Improvement and to other workgroups or committees that are part of the NCACH effort.
  - a. Prepare materials for and attend Governing Board and other ACH meetings.
  - b. Propose annual and long term goals and objectives for the ACH.
  - c. Ensure that plans, goals and objectives adopted by the Board are implemented, and provide regular monitoring and reporting to the Board in this regard.
4. Facilitate effective relationships among NCACH stakeholders and with state agencies and programs.
5. Support NCACH's participation in monitoring and evaluation efforts regarding ACH functions, care improvement, and population health improvement.
6. Develop proposals for funding and for other purposes.
7. Produce reports on Community Health Needs Assessments, Community Health Improvement Plans, and other NCACH topics.
8. Support the Governing Board in developing options for sustainability and fundraising as Federal start-up funding diminishes.
9. Develop communication tools and documents for use in communicating about ACH purposes and initiatives with stakeholders and with the public.
10. Organize meetings and conferences that advance NCACH goals.
11. Manage collection and analysis of data on health and health care in NCACH communities, interfacing effectively with state-level resources including the all payer database.