

Mount Desert Nursing Association  
PO Box 397  
Northeast Harbor, ME 04662-0397  
[www.mountdesertnursing.org](http://www.mountdesertnursing.org)

**Job Description:** Executive Director

**Job Summary:**

The Executive Director assumes the overall leadership, direction, and program quality of the Mount Desert Nursing Association (MDNA) and is responsible for establishing standards of care which comply with federal and state regulatory and billing requirements for licensed homecare agencies. The Executive Director reports directly to the board of directors and is responsible for keeping them up to date on major trends and problems impacting the homecare industry. He/she is responsible for the day to day operations of MDNA and supervises the Director of Clinical Services.

**Qualifications:**

- The position is full time and requires either a bachelor's degree in Nursing with current Maine RN license, or experience in healthcare administration or related healthcare field. Current experience in a licensed homecare agency and at least one year of supervisory experience in homecare or related healthcare delivery is required.
- Ability to establish collaborative working relationships, strong verbal and written communication skills and computer literacy, including knowledge of electronic health record systems.
- Knowledge of federal and state governmental regulations governing home health services and understanding of the current payment system-Patient Driven Grouping Model (PDGM), OASIS documentation and QAPI
- Experience with strategic planning, fundraising and new program development
- Experience with financial management and budgeting skills
- Current driver's license and a dependable insured automobile

**Duties and General Responsibilities:**

- Plan, organize, direct, and evaluate the association's operations to ensure appropriate care and services are provided that meet all applicable federal, state and regulatory requirements.
- Implement the strategic directives of the association board as well as fiscal goals and maintain strong communication links with the board and community resources/agencies.
- Responsible for informing the board of current organizational, community, industry trends as they relate to the current and future operation of MDNA.

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- Ensures standards of ethical business and clinical practice are maintained and implements processes and procedures to ensure confidentiality and protection of patient's Protected Health Information (PHI) which adheres to all applicable HIPAA regulations.
- Implements an effective budgeting and accounting system; assures accuracy of billing procedures and ensures preparation of the annual Medicare Cost Report.
- Establishes appropriate financial procedures including for donations, accounts payable, accounts receivables and payroll.
- Works with the Board of Director's to establish the annual budget and prepares monthly/quarterly operational and financial reports for Board of Directors.
- Recruits, employs, and retains qualified personnel to meet agency needs and assures orientation and supervision follows agency policies and procedures.
- Responsible for maintaining the quality of the clinical program, appropriate communication with physicians, referral sources and assuring that all clinical documentation follows state licensing regulations as well as federal regulations including meeting HIPAA standards.
- Responsible for overseeing and managing the agency's Emergency and Disaster Plan as required by the conditions of participation.

***Competitive salary and generous benefits provided – MDNA is an EOE***