

Administrator
Cedar Community Home Health & Hospice Agency



Mission Statement

To model Christ's love for humanity by creating life-enhancing relationships, services and environments.

Vision Statement

To be a community where individuals live with purpose and dignity.

Cedar Community has partnered with Spano Pratt Executive Search. For a confidential conversation and to learn more about this opportunity please contact Spano Pratt Executive Search.

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About the Organization

Cedar Community is a not-for-profit senior living community where our residents enjoy, explore and embrace their best life. The natural settings, faith-based mission and high-quality services afford seniors the opportunity to live a more purposeful, fulfilled life among family and friends.

Cedar Community is four campuses strong, with 900+ residents, 400+ employees and 500+ volunteers. Hundreds more people living in five SE Wisconsin counties also benefit from Cedar Community's outreach and home and community services.

Cedar Community ministry program offers opportunities to worship in large and small gatherings, work with others in fellowship and prayer, explore spirituality and diversity, and enjoy the blessings of all faith traditions. Cedar Community works in partnership with all faiths and area congregations for our residents. Together, the team members, residents and volunteers live out the mission of Cedar Community each and every day.



Cedar Community is the only not-for-profit, faith-based senior retirement community to provide comprehensive residential and health care services for older adults based in Washington County, Wisconsin. Residences include historic ranch homes nestled in the woods along the shores of Big Cedar Lake in West Bend, as well as modern duplex ranch homes, and comfortable, cozy independent and assisted living apartments in both West Bend and Elkhart Lake. Cedar Community offers seniors a carefree lifestyle without the worries of home and yard maintenance. It's Wisconsin independent living at its finest.

Cedar Community health care services provide the highest-quality care for seniors. From outpatient therapy and home health, to long-term care or end-of-life hospice care, residents enjoy a maintenance-free lifestyle, with peace of mind, knowing that the services they may need are right here, when they need them, from team members they know and trust.

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Cedar Community – Administrator Home Health and Hospice

Position Summary

Cedar Community is committed to providing exemplary care to its residents both on campus and the residents throughout the Washington County area through its home health and hospice services. Cedar Community Home Health & Hospice is a licensed home health agency, operated in accordance with current federal, state and local standards, guidelines and regulations to assure the highest degree of quality care. In 2020, the committed and passionate team provided over 8,000 visits.

The leader of Home Health and Hospice is a key member of the management team and is responsible for leading the daily operation of Cedar Community Home Health & Hospice Agency. The Administrator will position the Agency as a provider of choice and play a critical role in developing, implementing, and executing the business strategy for home and hospice care consistent with the highest standards of Cedar Community.

Position Overview

Compliance / Regulatory

- Enforce State and Federal home health/hospice agency rules, regulations and codes (i.e. HSS 133 and hospice) and responsible for State/Federal surveys.
- Keep abreast of the regulatory changes and economic conditions/situations affecting Home Health and Hospice
- Assure compliance with Federal, State and local laws and regulations as well as accrediting organizations standards pertaining to the home health and hospice, including: individual licensure of staff, state licensure of agency, Medicare and Medicaid certification, Food & Drug Administration regulations, Occupational Safety and Health Administration (OSHA) regulations, and Department of Transportation regulations.
- Develop and maintain a Risk Management Program to ensure adherence to the rules and regulations relating to operation of a federally licensed entity.
- Responsible for the implementation of meetings required by Medicare, Quality Assurance, Risk Management and other meetings assigned by Clinical Operations.

Leadership

- Implement and regularly evaluate policies and procedures for the management and operation of the home health agency and hospice, with evaluation of the overall performance of the home health agency.
- Maintain and manage written service agreements with approved providers.
- Monitor the quality and appropriateness of services, evaluating the programs using measurable outcomes.
- Provide leadership for formulating and promoting the philosophy and objectives of the Cedar Community Home Health Agency and Hospice, including promoting the understanding of the organizational structure of the inter-departmental and intra-departmental relationship for the Total Team Concept.
- Lead the Quality Assurance and Risk Management program of the agency conducting program audits and conducting monthly QA meetings.
- Oversee, assist and evaluate the Director of Nursing, Social Services, Nursing, Therapists, and Nursing staff of Home-Based Services Department.

Budget / Supervisory

- Maintain billing system and all statistical, financial, and other records necessary for the operation and evaluation of home health services.
- Work with financial services to assure correct billing practices and periodically audit records for accuracy.
- Prepare and be accountable for the Home Health and Hospice Agency P&L, and manage the approximate \$1.5M budget and 23 committed staff (17 FT) of nurses, occupational and physical therapists, social workers, chaplain and administration.
- Serve on-call rotation with other agency personnel as needed.
- Ensure team members are oriented to the pertinent programs and their responsibilities, appropriately trained, and their performance evaluated.
- Assure appropriate staffing for program compliance.
- Assure competency of team members by annual skills evaluations.
- Assist with decision regarding admissions into the program, placements, transfer and discharges.

Communication / Key Relationships

- Create and assure positive relationships between clients, families, staff, volunteers and the general community.
- Partner with marketing to enhance Agency's brand and promote offerings and build relationships within the greater Washington County area including physicians and hospital discharge planners.
- Serve as the liaison between the Benevolent Corporation Cedar Community medical/nursing staff and all department heads through meetings and periodic reports.
- Attend and represent the organization at special events and activities held on the Cedar Lake Campus which are sponsored by the Corporation and other campus special events.
- Maintain confidentiality of all patient and corporate information.
- Attend meetings as assigned by Director of Clinical Operations.
- Attend meetings of the Benevolent Corporation Board of Directors when requested, to give required reports and to act as a resource person regarding policy implications concerning the operations of Home Based/Hospice Services.



Position Qualifications:

- Completed courses or have equivalent experience in administration and management with work experience in a home health agency.
- Bachelor degree from an accredited college or university in a related health care field.
- Broad professional experience running a business unit; including areas of personnel supervision, fiscal operations, and medical staff supervision.
- Knowledge of current Home Health Agency and Hospice regulations and specific CMS guidelines.
- Experience with computer systems, software programs, and Internet.
- Able to communicate effectively both verbally and in writing.

Competency Statement(s)

- Business Acumen - Ability to grasp and understand business concepts and issues.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Presentation Skills - Ability to effectively present information publicly.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Negotiation Skills - Ability to reach outcomes that gain the support and acceptance of all parties.
- Judgment - The ability to formulate a sound decision using the available information.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Decision Making - Ability to make critical decisions while following company procedures.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines

Location

This position is headquartered at the Cedar Community campus in the beautiful community of West Bend, WI. For more information about West Bend visit: <https://visitwestbend.com/>.