

THE HOSPITAL COUNCIL OF NORTHWEST OHIO
Job Description

<u>Job Title</u>	Advance Care Planning Program Director
<u>Department</u>	Hospital Council of Northwest Ohio
<u>Reports to</u>	President/CEO
<u>Hours</u>	40 hours, 8a – 5p, with occasional evenings & weekends
<u>FLSA</u>	Exempt, salaried

Summary: The Advance Care Planning (ACP) Program Director is responsible for the direction, leadership, implementation and administration of the ACP program across Northwest Ohio with participating hospitals, health systems, clinics and hospices.

Position Qualifications:

Bachelor's Degree in Social Work or RN license with BSN required.

Master's degree preferred.

Five years of clinical experience preferred.

Five years of healthcare leadership and management experience.

Ability to work effectively with diverse stakeholders across many settings of health care.

Ability to prioritize work and work flows.

High level of organization and project management skills.

Excellent verbal and written communication skills required.

Ability to build consensus, relationships and collaborative partners.

Excellent computer skills including: Microsoft Office experience with Word, Excel and PowerPoint.

Job Responsibilities:

Identifies and engages key stakeholders in the goals of the ACP initiative and maintains positive relationships with internal and external key stakeholders

Assumes a leadership role with the ACP Steering Committee and senior program staff to develop

and facilitate the strategic planning process: continuously works to develop, clarify and achieve the program's long term and short-term strategic goals, objectives and action steps in the timeframe outlined.

Provides marketing oversight and expertise for a successful implementation of the ACP program.

Develop, create and maintain ACP materials as needed.

Establishes, monitors and maintains the budget: assuring the greatest value and return on investment.

Works with grant writers to seek and secure program funding through existing and new sources.

Will travel occasionally throughout NWO.

If interested and qualified for this position email cover letter, resume along with salary requirements to Tina Hacker, HR Manager at thacker@hcno.org