Granite Falls Living at Home Block Nurse Program

EXECUTIVE DIRECTOR
POSITION DESCRIPTION

The Executive Director functions as the Chief Executive Officer of the Granite Falls Living at Home Block Nurse Program (LAH/BNP) responsible for implementation of policies set by the Board of Directors and annual goals and objectives, and financial, program, and administrative management of the LAH/BNP. Direction, guidance, and annual reviews are provided by the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Hire and manage staff, background checks and training of staff and volunteers. Plan, assign and oversee work. Appraise performance; reward and discipline employees; address complaints and resolve problems. Lead staff and volunteers in the development and implementation of short and long range plans, policies and activities. Ensure ongoing volunteer recruitment, training, management and recognition.

2. Represent LAH/BNP to donors, community leaders, businesses and more; Inform and inspire others with a focus on increasing the support of our mission and goals. Advertise events, services and resources through web site, social media, networking and print media.

3. Provide in home assessments to identify Granite Falls seniors and the disabled who might benefit from LAH/BNP services, and work with them and their families and/or collaborating partners to identify client needs.

4. With support of Board Committee(s), develop and implement health education, social, and support programs for seniors.

5. Development, implementation, and accomplishment of the sustainability (strategic) plan of the LAH/BNP as approved by the Board of Directors.

6. Researches and writes grants to secure funding. Collaborate with partners such as Granite Falls Municipal Hospital, Manor and Home Care, ACMC, Senior Advocate and Upper Sioux Community.

7. Manage the finances, including the development and implementation of the annual budget with the goal of diversified funding sources. Work with board treasurer to create cash flow projections. Research funding sources, write grant proposals and complete grant reports in a timely manner.

8. Advise and inform the Chairman of the Board, Board committees, and the Board of Directors in the creation of policies, programs, direction and strategic planning of the LAH/BNP.

9. Support of all activities associated with the Board of Directors, including recruitment; Staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.

10. Administration of operations; Review and evaluate the results of program activities. Ensure that contractual obligations are fulfilled; allocate resources for greater program effectiveness and efficiency; develop organizational and administrative policies and program objectives for Board consideration. Assess current program offerings. Implement and/or expand programs when appropriate, in response to the changing needs of seniors in our area.

11. Other duties as assigned by the Board of Directors.
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QUALIFICATIONS

A. Commitment to LAH/BNP philosophy, goals and objectives.

B. Must be self-motivated with skills in leadership, program operation and fiscal management. Possess strong skills in communication, public relations and negotiation.

C. Excellence in organizational management with the ability to coach staff, manage, and develop teams, set and achieve strategic objectives, and manage a budget

D. Strong written and verbal communication skills

E. Ability to work independently and in collaboration with diverse groups of people.