

# The Virgin Islands Consortium

## Juan F. Luis Hospital And Medical Center Seeking CEO/Executive Director

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**Editor's Note:** *Current Juan F. Luis Hospital and Medical Center CEO Kendall Griffith has been asked to stay in place until the Centers for Medicare and Medicaid inspection has been completed. However, his contract with the facility expires at the end of this month, according to Kimberly Jones, Governor Kenneth Mapp's communications director and also a member of JFL's board.*

*It will be left up to Governor Mapp and the hospital's board to either renew or end Griffith's contract. And the posting of this potential vacancy is required by law.*

**CEO/Executive Director**

## **Governor Juan F Luis Hospital – Christiansted, VI**

### **Job Description**

80-bed Community Critical Access Hospital in the US Virgin Islands is seeking a Chief Executive Officer.

#### **CHIEF EXECUTIVE OFFICER .**

GFLH offers a competitive salary and comprehensive benefits package to include: Medical, Dental, Vision, Life/Supplemental/Life, and retirement plan.

#### **Summary:**

The hospital CEO is assigned onsite CEO-level oversight responsibility for management and operation of a facility under a management agreement with Governor Juan F. Luis Hospital (GJFLH). The CEO provides CEO-level administration, direction, and coordination for hospital activities, with the support of facility and GJFLH personnel, to carry out the facility's objectives in the provision of healthcare and the improvement of community health status in a financially appropriate way, and executes policy formulated by the hospital Board of Trustees, in conjunction with GJFLH, the medical staff and operational entities within the facility.

#### **Essential Duties and Responsibilities:**

**Strategic Leadership:** Works with GJFLH Board of Directors, GJFLH executive staff, hospital employees, the hospital medical staff, and the community to develop a relevant and compelling written vision and mission for the facility. Attends meetings with local employers to determine their needs, attitudes and objectives and integrates them with the hospital and medical staff's goals and objectives. Provides proactive, sound guidance in an effort to maneuver the institution into an advantageous position prior to actually encountering the forces of the market place.

In collaboration with the Board of Directors and COO, creates and communicates the annual Management Action Plan to the hospital board and, upon board approval of that Plan, implements it accordingly, providing regular feedback to the board on progress being made.

Evokes respect from the hospital board, peers, medical staff, employees and the community. Always seeks win/win solutions. Is persuasive and convincing, fair and impartial, sets high standards, establishes a clear focus and direction, implements company policies, utilizes GJFLH resources, and tackles tough issues. Thinks strategically, possesses vision, has the ability to adjust to change, builds advantageous coalitions and fosters team spirit in the facility and GJFLH. Is actively involved in GJFLH system management approaches, corporate performance and the growth of a team-oriented culture.

**Financial Responsibility:** Displays leadership in CEO-level oversight of financial management from conceptual strategies through recommending policy, executing fiscal procedures for control and effective utilization of physical and financial resources of the hospital.

**People Management:** In conjunction with the hospital's human resources (HR) department provides highly visible CEO-level oversight to define roles and responsibilities. Motivate and challenge hospital employees, delegates effectively, communicates effectively, rewards contributions and manages collaboratively.

Regularly schedules and facilitates employee and departmental meetings. In conjunction with the hospital HR department provides CEO-level oversight in an effort to ensure that the hospital applies clear, consistent performance standards and handles performance problems decisively and objectively. Is direct but tactful and provides guidance and assistance to improve performance.

Establishes formal means of accountability for direct reports' assigned duties. Promotes a work environment that reflects a positive atmosphere, high employee satisfaction and competence and strong evidence of teamwork. In conjunction with the hospital HR department and hospital compliance officer attempts to ensure that all forms of harassment by employees, physicians, patients and others inside and outside the hospital are not tolerated and that any and all instances of harassment are dealt with promptly and in accordance with law.

**Board Relations:** In conjunction with officers and consultants of GJFLH, prepares reports for and attends meetings with the hospital's governing body, realizing that the focal point of policy-making is the Board of Trustees. Achieves cooperation with the board by distributing clear-cut and precise meeting agendas in advance, with appropriate background information and recommendations, to the board and GJFLH officials, by preparing management recommendations in advance so they may be acted upon by the policy-making body, guarding against "surprises" occurring during the meeting, anticipating key questions and achieving a smooth working relationship with the board president or chair.

**Physician Relations:** Develops an effective working relationship with the medical staff to maintain communication and positive relationships. Meets routinely with physicians individually and at appropriate committee meetings. Develops an understanding of the physician needs, attitudes, and objectives to blend those with the functions and strategic objectives of the hospital.

**Communication:** Establishes and communicates clear expectations, models open, clear and consistent communication, and demonstrates effective listening. Functions well within the co-relationship of providing CEO-level oversight to the hospital and relating to GJFLH. Keeps the President, and GJFLH legal department, as applicable, aware of all key developments in the hospital, including political, fiscal, legal, compliance, quality, risk management, and policy matters. Fulfills accountability for the hospital by submitting to GJFLH appropriate reports and functions of a great team, including company officers, the President and company peers. Initiates requests to the President for consultants in areas in which additional assistance is needed. Responsible for communication of the management action plan to the hospital board, medical staff and employees. Develops a written report of GJFLH resources accessed for each monthly board package.

**Customer Service:** Understands and values the impact customer service has on positive and productive performance for the hospital and GJFLH. Understands that the hospital, board, medical staff, employees and local community are GJFLH's customers

and they must be satisfied with our performance. Ensures customer expectations are met or exceeded.

**Supervisory Responsibilities:** Direct CEO-level supervision of the hospital senior staff members, which may include the Chief Operating Officer, Chief Financial Officer, Chief Nursing Officer, and other department heads, as well as administrative staff. Indirect supervision of all hospital employees, through subordinate supervisors employed by hospital.

**Supervision Received/Required:** Subject to only very broad communication regarding job responsibilities.

**Other Duties and Responsibilities:**

- Performs other duties as assigned.
- Provides leadership to others through example and sharing of knowledge and skill.
- Complies with all company policies and procedures, including the corporate compliance program.
- Actively promotes GJFLH. in all interactions with our customers, (i.e., hospital boards, medical staff, hospital staff and the local community).
- Acts in accordance with GJFLH' stated Values – integrity, initiative, respect, personal commitment, excellent performance and customer satisfaction.
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**Educational and Experience Requirements:** Master's degree in business or healthcare administration, or related field; Masters in healthcare administration preferred. Minimum of five to ten years hospital leadership experience required.

**Certificates, Licenses and Registrations:**

ACHE Fellow preferred

**Travel Requirements:**

Minimal overnight travel (up to 10%) by land and/or air.