

Executive Director

Your Cooperative

Position Description

The Your Cooperative is a community of dedicated professionals providing the highest quality of care that enables people to live independently in the loving comfort of their homes. We offer supportive wages and benefits to all member-owners in a safe, reliable place of employment.

General

Your Cooperative is a newly formed worker-owned cooperative providing homemaker services and certified nursing assistant care to the elderly and people with disabilities in their home environments. Initially, the anticipated __ members of Your Cooperative will provide services to public pay clients via a contract with the Our Favorite County Department of Health & Human Services. The co-op seeks to expand services to public pay clients living throughout the region, to offer services to people willing to privately pay for care, and to create specialty home care for specific populations (Alzheimer's care, respite care for families with severely disabled children, developmental disability care, emergency care, mental health care, etc.).

Responsibilities

The executive director will supervise the cooperative's daily management and administrative tasks. She or he will represent the Your Cooperative to the public and assume primary responsibility for marketing the co-op to elders and people with disabilities, their families, public and private agencies, and the community. The executive director will report directly to the president of the board of directors. Duties include, but are not limited to:

- Negotiate and administer the County public pay service contract and maintain a good relationship with the Department of Health & Human Services.
- Develop and maintain future public pay contracts with other counties and possible subcontracts with existing home health care agencies or hospice organizations.
- Market the Your Cooperative to key stakeholders who may refer private pay clients to the co-op:
 - *Department of Human Services representatives* in the region who have contact with families seeking home based services.
 - *The elderly and people with disabilities* themselves who seek help at home.
 - *Families* who need to arrange care for elders or individuals with disabilities.
 - *Key community members* who, through their contact with the elderly and their families, could refer potential clients to the co-op (staff at elder care resource centers, social workers, hospital discharge coordinators, clergy, pharmacists, physicians, etc.).

- *Advocates of special needs populations* to develop specialty lines of care (such as the Alzheimer's Association, the Respite Care Association, Lutheran Social Services, Easter Seals, hospice, etc.).
- Oversee co-op financial management, including the preparation and monitoring of budgets, yearly auditing, and reporting to the board of directors.
- Assure the fulfillment of all worker scheduling, payroll, record keeping, HIPPA confidentiality, benefits, insurance, and liability duties.
- Fulfill administrative responsibilities in a fiscally prudent manner that minimizes overhead costs in proportion to direct service costs.
- Ensure customer satisfaction by assuring the delivery of high quality care.
- Ensure member satisfaction with labor conditions and work environments.
- With board approval, hire, supervise, and discipline administrative staff.
- Fulfill other job duties as assigned by the board of directors.

Qualifications

- A passion for the welfare of the elderly and people with disabilities and an interest in assisting people to live independently in their own homes.
- A commitment to cooperative principles and the aspirations of the member-owners.
- Marketing and public relations experience in the human services.
- Management and supervisory experience.
- Budgeting and financial oversight abilities.
- Negotiating and contract administration skills with public and private agencies.
- Excellent communication and interpersonal skills.
- A willingness to network and represent the cooperative to the community.
- Self-directed and the ability to report to a board of directors - and ultimately to all the caregiver owners of the cooperative.
- The capability to juggle multiple tasks at the same time.
- Excellent skills at managing time and prioritizing activities.
- The ability to maintain confidentiality.
- Four year degree in business administration or the social sciences desired. Substantial work experience may be substituted.
- Experience with the long term care and home care industry desired.
- A valid drivers license, motor vehicle insurance, a willingness to drive in rural areas, and access to a motor vehicle.
- Familiarity with Microsoft Office software and Internet tools.

Salary and Benefits

Commensurate with experience and qualifications.

To Apply

Send a cover letter, resume, and three references by XXXX to: