



Job Title: Executive Director

Job Summary:

This position is accountable for the administrative, financial, marketing and day-to-day operations of behavioral health services. This position is accountable for the strategic direction, facilitation and leadership of Behavioral Health at Kedren Acute Psychiatric Hospital & Kedren Primary Care Clinic (FQHC) in an urban area of Los Angeles. Oversight of inpatient and outpatient behavioral health departments and five satellite behavioral health clinics 9 department heads report to this position. FTE oversight is approximately 350. Annual subtotal expense budget is approximately \$40 million dollars

Job Essentials:

- Develops the strategic planning process for day-to-day operations, standards of care and attainment of organizational goals for Behavioral Health departments in the Urban Central Region.
- Directs collaborative problem solving among interdepartmental disciplines.
- Allocates available resources to promote efficient, effective, safe and compassionate care based on current stands of practice.
- Responsible for shared decision making and professional autonomy by providing input into executive-level decisions and by keeping managers informed of executive level activities.
- Responsible for the implementation of Kedren's mission, vision and values, Behavioral Health and primary care Philosophy of caring and continuum of holistic health care.
- Collaborates with medical director and system colleagues in the development and implementation of clinical program and services in response to changing need of the Kedren's varied audience.
- Accountable for the implementation of clinical program protocols and that ongoing monitoring and process improvement occurs to assures goals are achieved.
- Collaborates with departments, physicians, service lines and across the facility and region on benchmarks and best practices to ensure optimal patient care.
- Assures that processes and programs are in place that support the achievement of patient satisfaction and service quality goals.
- Ensures competent and sufficient number of leadership staff to meet unit and patient care needs.
- Guides the development of recruitment, retention and employee satisfaction that keeps high performers in place and maintain focus on succession planning.
- Partners with physicians at the service-line level to achieve clinical, operational and service goals.
- Accountable for financial management of designated budget which includes the development, implementation and monitoring of annual capital/operating and personnel (FTEs) budgets.
- Provide support and education to department managers for meeting financial goals.
- Supports staff participation in outside community organizations such as volunteer health clinics, health fairs and advisory boards for not-for-profit organizations. Participates in community outreach activities.

Minimum Requirements

- Master's degree in a clinical or business administration field from an accredited institution (degree will be verified) Ph.D. preferred in organizational development, public healthcare administration, or psychology.
- 10 of experience at director level i.e. direct accountability for large functional area.
- Demonstrated strategic and leadership abilities.



- Excellent written and verbal communication skills. Ability to interact effectively with diverse groups.
- Strong understanding of managed care and the psychiatric field.

Kedren is an Equal Opportunity Affirmative Action Employer F/M/V/D