

Hui No Ke Ola Pono  
Job Description

Category:	Administration	Effective:	08/01/2016
Subject:	Job Description	Code:	JD-200-97
Status:	Regular/Full-Time	FTE:	1.0 Hui 100

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TITLE: Executive Director                      RESPONSIBLE TO: Board of Directors

FLSA class: Exempt

POSITION DESCRIPTION:

The Executive Director (ED) is responsible for the overall direction and organization of the administrative affairs of Hui No Ke Ola Pono (Hui) in cooperation with and subject to the approval of the Board of Directors. The ED shall attend all meetings of the Board and committees of the Board. The ED is responsible for the selection and employment of qualified staff. The ED supervises the Medical Director (MD), Community Wellness and Outreach (CWO) Director, Oral Health (OH) Director, Fiscal Director (FD), Massage Therapist-Traditional Hawaiian Healing Supervisor (MT-THHS), Simply Healthy Café Manager (SHCM), Office Manager (OM).

The ED has the authority to administer the Hui in accordance with agency By-Laws and policies as set forth in the Administrative, Operations and Personnel Policies, and to meet all applicable local, state and federal laws.

RESPONSIBILITIES:

1. Works with the Board of Directors in the formulation of general policy and programs for the Hui. Interprets various state and federal regulations governing policies and program.
2. Complies with Health Insurance Portability and Accountability Act (HIPAA) regulations, all patient health information will be strictly accessed and be handled in a confidential manner at all times. Access to patient health information shall be limited to only those persons needing such information in order to perform the specific duties of their job. Oversees the use of protected health information in health care operations and all research applications.
3. Works with the Board to develop and implement strategic plan.

4. Works with the Board to develop funding sources, such as; grants, program income, third party billing, etc.
5. Interprets and promotes the work and overall goals of the Hui in the Hawaiian community.
6. Works with the Board to develop and maintain Administrative and Personnel policies and procedures.
7. Develops and implements risk management plan.
8. Assists the Board of Directors in planning for the appropriate physical location and layout of each satellite office.
9. Assures fiscal accountability by seeking appropriate funding in a timely manner.
10. Plans, develops, provides leadership, and acts as primary investigator in research projects involving chronic diseases for which Native Hawaiians are over represented, Diabetes and Cardiovascular disease.
11. Conducts community needs assessment.
12. Conducts annual evaluation of Hui programs in relation to community needs.
13. Provides a system for staff communication that ensures maximum cooperation and productivity.
14. Assures visibility of the Hui in the community by making use of appropriate community relations.
15. Ensures the accuracy of public information materials and activities.
16. Plans with other agencies and develops methods of inter-agency use of community resources.
17. Recruits, hires, supervise and evaluate staff to include the MD, CWO Director, OH Director, MT-THHS, SHCM, OM, FD and SPC.
18. Maintains written service agreements and provider contacts as necessary to assure appropriate services for clients of the Hui.
19. Represents Hui at meeting of local and state agencies where the Hui has an interest or obligation, primarily with health related issues.

QUALIFICATIONS:

1. Resident of Maui.

2. Minimum of Masters Degree in Business, Public Health or Health Care Administration and Planning or related field.
3. Minimum of three (3) years of progressive supervisory experience in a health care or human service agency.
4. Formal training in research techniques, practices, and research grant writing including fellowship experience from an accredited university or organization.
5. At least two (2) years experience in research prevention and control methods in such areas as Breast and Cervical Cancer, Diabetes, or Cardiovascular Disease. Fellowship experience can be counted in years of experience.
6. Demonstrated leadership ability.
7. Demonstrated organizational skills.
8. Excellent interpersonal skills.
9. Proven ability to work with the Native Hawaiian community, with a minimum of two (2) years work experience in the Hawaiian community.

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential functions of this position.