



MONTANA
HOSPITAL
ASSOCIATION

POSITION DESCRIPTION

Job Title: Vice President
Reports To: President
Supervisory Responsibilities: Education Coordinator

Job Purpose: To provide advocacy and regulatory support and guidance to MHA members, particularly those providing post-acute services. To provide professional direction regarding nursing and other clinical practice issues, advance nursing and allied health professional workforce development, and oversee design and implementation of educational programs. To collaborate with and participate in state and federal agency or other organizations' programs that can help meet the MHA mission and vision.

Essential Job Responsibilities

- Reads and interprets federal and state statutory and regulatory mandates and guidance affecting MHA members; provides communications and analysis of compliance requirements.
- Maintains communication and collaboration with Montana Department of Public Health and Human Services licensure/certification agencies and surveyors (federal and state); advocates and intervenes on members' behalf.
- Provides testimony to legislative committees and administrative agencies.
- Monitors state and federal activities in health care; provides input on behalf of MHA and makes policy recommendations.
- Acts as liaison to Montana State Boards of Nursing, Medical Examiners, Radiologic Technologists, Pharmacy and other professional licensing boards as needed; participates in rule revision processes that affect members as directed.
- Serves as resource for members regarding nursing practice issues (in particular) and other concerns in general.
- Promotes nursing leadership and professional development.
- Presents education and provides advisory services to variety of collaborative entities such as the Montana University System, Office of Commissioner of Higher Education, Carroll College, member organizations.
- Provides leadership and oversight to MHA member education and conference opportunities; direct supervision of Education and Conferences Coordinator.
- Co-leads work of the Montana Action Coalition to implement recommendations of the Institute of Medicine's report on Leading Change, Advancing Health.
- Co-chairs the Montana Center to Advance Health through Nursing; Represents MTCAHN at the National Forum of State Nursing Workforce Center meetings.
- Assists in pursuit of MHA's Workforce Initiatives (via Forum of State Nursing Workforce Centers, AHA Workforce group, collaboration with Montana Nurses Association and Montana Medical Association, etc.).
- Plans and directs implementation of MHA regional and/or statewide initiatives to improve health.

- Creates partnerships and collaborations with other state or national agencies and organizations to help achieve MHA vision and mission. Specifically acts as liaison to national associations representing post-acute care (LeadingAge, NAHC, NHPCO, and Council of State Home Care Associations).
- Engages with MHA Board of Trustees to provide perspective on policy and clinical issues in areas of expertise.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in nursing or master's degree in nursing or health-related field. Minimum of four years clinical experience, preferably in a rural setting. Specific experience in post-acute care programs is preferred; at least five years management and leadership experience required.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, coworkers and the general public. Ability to use computer for word processing.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Critical thinking skills required to assist members in issue resolution.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to manipulate objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. Must be able to operate a motor vehicle; valid Montana driver's license required

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee performs most of the duties in an office environment. Occasionally the position is exposed to outside weather conditions when traveling. The position averages one/two days per month of overnight travel and approximately 10,000 air and/or road miles of travel per year.

The noise level in the work environment is usually quiet.

Supervisory responsibilities: Education and Conferences Director/Coordinator

Status: Full-time. FLSA status of this position is Exempt.