

## Advertisement for job posting of NKHS Executive Director

Northeast Kingdom Human Services (NKHS) is looking for an executive director to lead its team of human service professionals. NKHS is the state-designated agency dedicated to improving the health of Vermonters living in the tri-county area referred to as The Northeast Kingdom (NEK). Our community, clients, staff, and governing Board are looking for a dynamic, proven leader to join them to build and maintain productive working relationships, pursue and sustain financial health, collaborate with other organizations in the NEK, and work effectively with our state government.

The successful candidate will be able to set strategic direction for the organization, broaden and improve the services the agency offers to the community, and lead by example. We seek someone who can share our vision, join us in our mission, and help us improve the health and quality of life for those in our community. NKHS is a non-profit organization of over 500 dedicated staff with an operating budget of nearly \$40M. For more information please visit [www.nkhs.org/careers.html](http://www.nkhs.org/careers.html).

Application: Cover Letter, Resume and minimum of three Professional References can be sent to the attention of Nancy Warner, Chair of the Search Committee at [EDSearch@nkhs.net](mailto:EDSearch@nkhs.net). Deadline for applying is January 31, 2018.



*We're all about being human.*

## **JOB DESCRIPTION**

<b>TITLE:</b>	Executive Director
<b>PROGRAM:</b>	Administration
<b>STATUS:</b>	Full-time
<b>FLSA</b>	Exempt (overtime ineligible)
<b>LOCATION:</b>	Derby and St. Johnsbury
<b>QUALIFICATIONS:</b>	Successful candidate will be evaluated on overall qualifications, to include education and experience. Master's Degree in a human services related, health care administration and/ or business administration field and at least 6-7 years of full- time experience in community based mental health or human service setting preferred. Experience as the Administrator of a human services organization strongly desired. Work experience in the current health care environment, to include health care reform - and knowledge of publicly funded developmental, substance abuse and mental health services at the executive level also required.
<b>RESTRICTIONS:</b>	ADA, Handicapped (Section 504 to apply)
<b>SALARY:</b>	Negotiable based on the Executive Wage Scale
<b>SUPERVISED BY:</b>	Board of Directors
<b>SUPERVISES:</b>	Chief Financial Officer, Chief Operations Officer, Chief of Intellectual and Developmental Services Officer, Chief of Children, Youth and Family Services, Chief of Adult Services, Medical Director, Senior Director of Compliance and Risk Management, Senior Director of Human Resources, Executive Administrative Assistant, and others as directed by the Board.

**SUMMARY:**

This position is responsible for all aspects of operations, activities of the Agency, provides leadership in planning, budgeting, organizing, directing and monitoring all programs. Acts as Agency authority with funding and regulatory agencies, represents Agency with pertinent groups as deemed by the Board. Provides day-to-day direction to Agency Senior Leadership Team, strategic vision, energy, collaborative abilities, entrepreneurial talents, and management skills to help us make the most of our opportunities and amplify the impact of our agency's outstanding professionals.

**OTHER REQUIREMENTS:**

- Valid Driver's License, reliable transportation, and ability to drive throughout the State and region, as required.
- Ability to verbally represent the Agency in all public settings.
- Effective interpersonal skills
- Successful completion of criminal, driver's license, APS and Child Abuse Registry background checks.

**DUTIES & RESPONSIBILITIES:****Operational Oversight:**

- The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives as well as the day-to-day operation of the organization.
- Oversees or delegates recruitment, employment, assignment, and evaluations of personnel. Delegates tasks to direct reports.
- Oversees the fiscal affairs of the Agency with responsibility for budget preparation and control, assists in securing financial resources for the Agency.
- Oversees responsibility for management, education and service functions.
- Models and fosters harmonious and positive relationships within the Agency.
- Develops and maintains effective liaison with all relevant local, State and federal authorities.

**Program Development:**

- Provides leadership and vision in developing long-range plans of the Agency in concert with community needs.
- Cultivates market for and supports service through promoting quality and diversity of services.
- Works with other agencies and community partners to plan and develop methods and agreements for interagency activities to assure the best coordination and use of community resources.

**Community:**

- Provides leadership to professionals in the Agency and community. Actions and behaviors always reflect positively on the Agency.
- Responsible for specific program development consistent with Agency objectives and resources - with maximum use of staff resources and Board participation.
- Participates in activities to inform the community of the Agency's function and services; markets Agency services.
- Models and fosters respectful and collaborative relationships and interactions.
- Actively engage in partnerships with mission-aligned organizations and initiatives including the Caledonia-southern Essex Accountable Health Community. Participates in community based initiatives that address the social determinants of health including public health, behaviors, social factors, economic factors. Works to improve population health outcomes using the Accountable Health Community model and Collective Impact framework.

**Compliance:**

- Ensures compliance with Federal, State and local laws, accreditations, and standards of ethical practice regarding the delivery of quality behavioral health, developmental disabilities and substance abuse services.
- Assures compliance with all standards, regulations, and legal requirements necessary to maintain Agency's licenses, certification and operating activities.
- Assists the Board in formulation of general and program policies by providing background information and interpreting the implications for the Agency of policies considered.
- Interprets and implements policies established by the Board for all Agency personnel.
- Responsible for oversight of uniform record and reporting system providing for proper services control.

**KEY RELATIONSHIPS:**

- Directs all members of the Senior Leadership Team, providing leadership, support and feedback as necessary. Responsible for evaluation of direct reports. A high level of trust between the Executive Director and members of the Senior Leadership Team is essential for the successful operation of the Agency, to include the delegation of executive level responsibilities on an as needed basis.
- Reports directly to the Board of Directors, maintaining a positive, open relationship with the members of the Board.
- Establishes and maintains positive working relationships with CEOs/Executive Directors of other agencies as part of the Accountable Health Community Leadership Teams, the Vermont Council of Developmental and Mental Health Services, Vermont Care Partners, Vermont Care Network, and other state agencies.
- Establishes and maintains positive working relationships with various community partners.
- Establishes and maintains positive working relationships with various entities of the State of Vermont, including but not limited to the Department of Mental Health,

Department of Aging and Independent Living, ADAP and members of the state legislature.

The Executive Director is permitted access to Adult Outpatient, CRT, Children's Services, and Developmental Services; Demographic, Insurance, Codified, and Clinical Protected Health Information (PHI) in order to carry out the responsibilities of the position. The position is also permitted access to Agency personnel files on an as needed basis. Anyone accessing information unnecessary for the requirements of their work, without authorization, will be subject to sanction.

**It is understood that staff periodically cover other positions at NKHS. They are permitted access to the necessary information only while performing those functions.**

NKHS 12/19/2017 Board Approved

## **Northeast Kingdom Human Services: Executive Director Position Profile**

Northeast Kingdom Human Services (NKHS) is a state-designated Mental Health, Addictions, and Developmental Services agency operating as a 501(c)(3) tax exempt organization in Vermont's Northeast Kingdom (NEK). NKHS provides programs and services that relate to:

- Mental health challenges
- Intellectual developmental disabilities
- Addictions/substance use problems
- Other mental health & psychiatric needs

Our designated service area includes the three large counties of Orleans, Caledonia and Essex, which cover 20% of Vermont's geography and include 10% of Vermont's population. There are approximately 66,000 people living in this region, and approximately 10% of that population is served in some direct fashion by NKHS.

NKHS has a long history of success and stability. We enjoy a culture of collaboration and we work directly with our state agencies, region's hospitals, community action agencies, federally qualified health centers, visiting nurses associations, schools, child care centers, affordable housing organizations, food banks, Green Mountain United Way, and the NEK Council on Aging to address the social determinants of health challenges in the NEK. At least 20% of the population is food insecure, and at least 38% live at 200% of federal poverty limits or below.

### **Our Next Executive Director**

In addition to geographic, economic, and demographic challenges, our agency and our region have many assets that can be leveraged to improve the quality of life for all of our residents. We are looking for a leader with the strategic vision, energy, collaborative abilities, entrepreneurial talents, and management skills to help us make the most of our opportunities and amplify the impact of our agency's outstanding professionals.

In brief, NKHS is seeking a talented leader who can inspire others, build strong teams, and lead by both personal and professional example. In particular, we are looking for a leader who:

- will become invested in and committed to the NEK community
- views other community organizations as integral partners to improve health
- is visible, approachable, and available
- understands mental health agency financing and operations
- encourages learning and develops leadership potential in others
- possesses excellent writing and verbal communications skills
- inspires trust
- has outstanding organizational skills and builds effective teams
- works well with government agencies
- is an effective advocate for NKHS clients and staff
- is respectful of people from all walks of life

### **Living and Working in the Northeast Kingdom**

Governor George Aiken gave Vermont's tri-county area the name "Northeast Kingdom" on a 1949 visit to the area. The region was one of Governor (and Senator) Aiken's favorite places in the world because of its rugged beauty and its self-reliant, unpretentious people.

"The Kingdom" is still known for its rural charm and unspoiled beauty. The region, comprising Caledonia, Essex, and Orleans counties, accounts for over 20% of Vermont's land area and about 10% of the state's population.

The NEK has vast tracts of undeveloped lands, rural towns with only a handful of residents, more urbane communities like Newport and St. Johnsbury, and any number of picturesque villages. Hardwick, in Caledonia County is a vibrant center of the local food movement and has become widely known as [“The Town that Food Saved.”](#)

The region has [housing stock](#) in all age brackets and every possible setting, style, acreage, and price range.

The NEK offers many high-quality education options for families. There are extensive day-care resources, summer programs, public school systems that include pre-kindergarten through high school, as well as several private or independent schools. Many NEK towns offer “school choice,” which enables students to attend private schools like [The Riverside School](#), [St. Johnsbury Academy](#), [Lyndon Institute](#), [United Christian Academy](#), and [St. Paul's Catholic School](#).

The region has a strong arts culture. Live performance, film programs, and art exhibitions may be discovered at [Northern Vermont University](#), [the Highland Center for the Arts](#), [Catamount Arts](#), [the St. Johnsbury Athenaeum](#), and [the Haskell Opera House](#) (straddling the US-Canada border).

The Northeast Kingdom has a wealth of recreational opportunities including hunting, boating, fishing, snowmobiling, snowshoeing, camping, and hiking. [Jay Peak](#) and [Burke Mountain](#) are four season resorts built around their downhill skiing facilities. The NEK is home to [Kingdom Trails](#), voted “the best mountain bike network in North America” by readers of Bike Magazine. Kingdom Trails also offers winter fat biking and ski touring. Additional ski touring is available in [Craftsbury](#) and throughout the NEK on trails maintained by the [Memphremagog Ski Touring Foundation](#) and [Northwoods Stewardship Center](#). Many Kingdom residents can backcountry ski right out their back doors.