



# Genevive

## Job Description: Director of Business Operations



**Department:** Business Department

**Position Summary:** The Director of Business Operations will be responsible for Genevive's overall business operations effectiveness. They will be a collaborative leader and will work in partnership with the CEO and leadership team to maintain successful operations of a value driven and managed care organization through fiscal and strategic management. The Director will also provide management of daily business operations and ensure that operational processes stay within scope.



**Supervision Received:** CEO

**Supervision Exercised:** Office Manager, Care Coordination Managers, and Clinical Integration Manager

**Hours per Pay Period:** 80

**Classification:**  Full-Time  Exempt

### Education and Qualifications:

#### Required:

- Advanced degree in health care or business (MHA, MBA, or equivalent)
- Strong technology and computer skills

#### Strongly Preferred:

- Minimum 3 years experience working in healthcare
- Experience working in health care organization with Providers
- Results driven and ability to collaborate and be a team player
- Ability to act and think independently; is resourceful and self-guiding
- Ability to operate with considerable initiative, applying a high level of discretion and confidentiality
- Ability to analyze and document processes, and make appropriate recommendations for improvement
- Effectively interprets and communicates federal and state laws, regulations, and statutes to the work force
- Working knowledge of applicable health care federal and state laws, regulations, and statutes, and understanding of all healthcare related HIPAA regulations
- Knowledge of payer contracting, including Medicare and Medicaid

### **Specific Duties and Responsibilities:**

- Assists CEO in developing strategies and implementation plans to improve business operations
- Implements, manages, and evaluates operation processes and procedures and ensures that operational processes stay within agreed upon budgets and timelines
- Provides management of safety and OSHA policies
- Ensures compliance with all regulatory requirements governing Genevive's operation
- Evaluates and coordinates all financial reports
- Participates in contract negotiation and financial tracking of case management models and revenue, including value-driven contracting and financial models
- Provides oversight of revenue cycle management, IT, and EMR implementation
- Organizes and attends Genevive's Board Meetings and preps CEO to present
- Represents Genevive in its relationships with other healthcare organizations, government agencies, and third party payers
- Participates in professional development activities to maintain knowledge of health care trends and practices
- All other duties as assigned

*The 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 job functions.*