

Oregon State Hospital – Superintendent Job Description

Application Procedure

To be considered for the position of Superintendent for OSH, applicants must apply with a **resume, a succinct cover letter (two pages or less) articulating your interest in exploring this opportunity with OSH, & a list of three references including former managers, peers, & direct reports.** Your proficiency in adhering to this application process will be taken into account when evaluating your candidacy for this position. The link to apply can be found [here](#).

Company Overview

Oregon Health Authority (OHA) is the organization at the forefront of lowering costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. By joining the organization, you will be fulfilled by *helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care* by taking on a position of great responsibility and leadership at Oregon State Hospital (OSH). OSH is a Joint Commission-accredited and CMS-certified public psychiatric hospital which provides services on two campuses to persons committed by the Oregon courts as part of the state behavioral health system.

Why Join?

You have an exceptional opportunity to leave a lasting impact on the lives of forensic patients with complex diagnoses, creating a unique legacy. Oregon State Hospital (OSH), a 31-unit state psychiatric hospital, specializes in reintegrating patients into the community. This role not only offers emotional fulfillment but also rewards your efforts with a competitive compensation, benefits, and relocation package. At OSH, you'll have the resources to deliver top-notch care, including premier facilities, a robust \$850MM biennial budget, and an ideal staff size of 9 direct and 2,800 indirect reports. Stepping into a stable work environment, you'll follow an incumbent who dedicated 6 years of service. This transition gives you a prime opportunity to pursue your passion for reducing health disparities in Oregon, supported by OSH's strong focus on this goal. Moreover, living in the Pacific Northwest provides access to stunning landscapes, excellent hiking trails, coastal beaches, world-class skiing areas, mild winters, and a vibrant food and beverage scene, offering a well-rounded lifestyle.

OSH Values

Humanity, Equity, Wellness, Partnership, Transparency, Performance Excellence

OSH Vision

A psychiatric hospital that inspires hope, promotes safety, and supports recovery for all.

Job Summary

Under the general direction of the Director of Oregon Health Authority (OHA), and consistent with Oregon statutes, regulatory requirements, and subject to the rules and regulations established by OHA, the Superintendent is responsible for the development, organization, direction, and management of Oregon State Hospital, and for sustaining a culture of equity, collaboration, accountability, and transparency. The Superintendent is responsible for policy formulation and implementation, and decision making to ensure the effective operations of OSH, provides management and communication interface between OHA leadership and the OSH executive team and the hospital staff, and ensures the coordination of the clinical, administrative and operations functions to effectively deliver hospital services in a safe environment conducive to providing quality care and treatment with a trauma informed and person-centered approach. The Superintendent acts as the local representative of the Governing Body consistent with the delegated authority of the Director of the Oregon Health Authority- the Governing Body. The Superintendent leads the OSH Executive Team which establishes organizational direction and priorities, ensures effective cross-departmental decision making and resource allocation to guide success. The Superintendent embeds the OSH mission, vision, and values of the organization into their work decisions and models productive and professional behaviors. The Superintendent is a member of the Director of Oregon Health Authority's Leadership Team. In this capacity the Superintendent supports the strategic direction, initiatives, and priorities of the Agency in service to the people of Oregon. As a division director, the Superintendent provides leadership to advancing the OHA strategic goal of eliminating health inequities in Oregon by 2030.

Required Skills/Abilities, Education & Experience

- Nine years of management experience without a Bachelor's degree or a Bachelor's degree in a related field with six years of management experience. Master's degree in healthcare, MBA, or other healthcare field strongly preferred.
- Possess an understanding of, and commitment to behavioral health prevention, treatments, supports and recovery throughout the lifespan.
- Have a passion for best practice and innovation.

- Display enthusiasm for their role as a leader – both within OSH and across the rest of OHA.
- Command the ability to empower effective decision-making with hospital leadership and management.
- Be committed to equitable service delivery that focuses on achieving results for all populations, with a special focus on under-served and under-represented communities.
- Have a proven track record of engaging and collaborating with multiple partners at the Federal, State, Tribal, and Community levels.
- Possess experience in facilitation, negotiating and building consensus among diverse constituents, legislators, and interested parties with competing needs.
- Display the drive to continuously improve and be operationally, process and data driven.
- Strong support for workforce professional development.
- Convey and embody OSH's Mission, Vision and Values.

The Superintendent is responsible for the following duties & responsibilities:

Leadership

- The Superintendent is a member of the Director of Oregon Health Authority's Leadership Team. In this capacity the Superintendent supports the strategic direction, initiatives, and priorities of the Agency in service to the people of Oregon.
- As a division director, the Superintendent provides leadership to advancing the OHA strategic goal of eliminating health inequities in Oregon by 2030.
- As a member of the OHA Leadership Team, the Superintendent has Agency-wide responsibilities for the state hospitals performance contributions and performance improvement.
- Ensures an integrated strategic planning process which is responsive to both the goals and objectives established by OHA to the needs and expectations of internal and external customers; and ensures that the strategic planning process provides for continuous evaluations and improvements of hospital operations through an effective performance improvement program.
- Ensures that the mission of OSH is accomplished through the development of policies and procedures which facilitate and implement laws, statutes, OHA priorities and requirements that govern the overall operations of the state hospital; and ensures that state and federal laws and regulations are consistently met at the highest achievable level of compliance.
- Effectively manages the human, physical, financial and information resources within the annual budget; coordinates with OHA on meeting the hospital's financial, operational, resource, capital improvement, and facility maintenance needs.
- Positively represents OSH and OHA; fosters good relationships between the hospital, the community and patient family members; maximizes opportunities to educate the public and professional community about mental illness, its personal and public impact, and the availability of services; and coordinate efforts/projects with behavioral health continuum partners, local government officials, courts, the legislative community, and others to meet program goals and objectives.
- Attend Peer Advisory Council meetings with representatives of the patient population to discuss issues at the hospital; address regular and ad/hoc concerns that emerge and visit patient care areas to engage with patients and staff.
- Implement a multi-pronged and intentional approach to engage with, learn from, and respond to staff concerns, needs and recommendations.
- Serve as a critical member of the OSH Executive Team responsible for the oversight of OSH, including strategic planning, priority setting and overall direction.
- Drive OSH priority initiatives crossing over the entire organization; multiple departments and functional areas.
- Establish goals, policy making and strategic planning for OSH.
- Set the organizational structure of the division, manages the organization, and sets administrative policies and programs, functions, and operations.
- Participate in developing direction and values consistent with legislatively established mission of OHA and OSH.
- Provide executive-level leadership for OSH initiatives. Serve as an executive sponsor for high-level OSH-wide projects, ensuring division wide coordination, resources, and support.
- Foster team cooperation, build trust and maintain a commitment to division goals.
- Identify the internal and external politics that impact the work of the organization. Perceive organizational and political reality and act/advise appropriately.
- Provide seasoned leadership, mentorship and staff development opportunities for OSH leaders and staff.
- Assures regulatory compliance within the framework of constant readiness for review by Centers for

Medicare and Medicaid Services (CMS), the Joint Commission, and other State and national regulatory bodies.

- Provides testimony consistent with responsibility and authority of the Superintendent position.

Administration and Finance

- Plans, organizes, and assigns work of executive team members and those reporting to the superintendent, including the development of their support structures and performance of management tasks.
- Delegates administrative tasks appropriately, ensures clarity of performance expectations and monitors performance, and follows up to ensure desired results personally and through reporting structures.
- Directs and oversees managers' conduct of effective personnel practices of hiring, coaching, performance feedback, promotional and disciplinary functions.
- Provides goal setting and ongoing performance feedback to directly reporting staff. Completes annual and position description reviews and quarterly performance accountability feedback meetings. Coaches and mentors' employees toward excellence.
- Establishes and maintains respectful and productive working relationships with collective bargaining unit agents and representatives.
- Conduct rounds as necessary to ensure leadership presence in direct care areas and department/service areas to assure ongoing activities are in place in all areas to address identified opportunities for improvement, respond to questions, concerns and recommendations.
- Utilizes resources to achieve the best possible experience and outcome for patients, staff, partners, and collaborators.
- Supports problem-solving, decision-making, and issue resolution at the appropriate level and in a timely, fair and equitable manner.
- Serve as Administrator on Duty
- Monitors the financial performance of executive team members' areas of responsibility, and those reporting to the superintendent, to ensure budgetary requirements are implemented and maintained.
- Reviews budgetary reports relative to areas of responsibility.
- Identifies opportunities to improve efficiency, reduce expensed and improve overall financial performance in accordance with the mission, vision, values, and goals of OSH and OHA.

Values & Cultural Responsiveness

- As an employee of Oregon State Hospital, demonstrates awareness, understanding and alignment in service delivery with OHA core values and the goal to eliminate health inequities by 2030, and to model OSH core values in pursuit of the OSH mission as we inspire hope, promote safety and support recovery for all.
- Models inclusive and equitable recruitment, onboarding, promotion, and management practices to support advancement of the OHA Equity Advancement Plan and its goals.
- Consistently treats OHP members, customers, interested parties, partners, vendors and co-workers with dignity and respect.
- Demonstrates recognition of the value of individual and cultural difference; creates a work environment that is respectful and accepting of diversity where talents, abilities and experiences are valued and leveraged.
- Proactively creates and maintains an inclusive work environment for all staff, including those from diverse backgrounds promoting and fostering a workplace free of discrimination and harassment.
- Assures that service delivery is provided in a culturally and linguistically responsive manner; assures that printed materials are available in different languages as needed and/or in alternate format; bilingual services are available; and facilities are accessible for all patients, their families and community members.
- Pursues personal and professional growth through education and training and participation in relevant professional organizations; pursues education and training related to the impact of systemic racism, elimination of health inequities, and development of diverse and inclusive work environments.