

**LEGACY HEALTH  
Job Description**

**Job Code #:** 08326  
**FLSA:** Exempt  
**Union Code:** N/A

**TITLE:** VICE PRESIDENT, UNITY CENTER FOR BEHAVIORAL  
HEALTH

**REPORTS TO:** CHIEF ADMINISTRATIVE OFFICER, LEGACY EMANUEL  
MEDICAL CENTER

**DEPARTMENT:** ADMINISTRATION

**DATE LAST REVIEWED:** AUGUST 2015

**JOB SUMMARY:**

Responsible for providing overall leadership, direction and oversight of The Unity Center for Behavioral Health and any additional departments or programs as assigned. Responsibilities also include establishing a strategic plan for the hospital, the Psychiatric Emergency Service, and developing partnerships with key Community organizations serving the Behavioral health population. This individual will expand and develop new programs/services; encourage positive and collaborative relationships with physicians; continuously improving quality, service and employee engagement and meeting financial expectations (both in terms of cost and operating income). Serve as a system focal point on matters relating to areas of responsibility. Responsive to needs of the organization. Supply creative ideas and assure effective utilization of resources.

In addition, this individual will be the key connection between the Behavioral Health center and the Board of Managers of the Legacy, OHSU, Adventist, and Kaiser collaboration in Behavioral health.

**Access Level to Protected Health Information (PHI):**

A= Approved access to patient care areas and all records containing Protected Health Information (PHI) as needed to carry out their duties. Records containing PHI will include medical records and billing records in all formats.

**QUALIFICATIONS:**

**Education:** Masters Degree in Hospital Administration, Business Administration or related field or equivalent experience required

**Experience:**

- Ten years of diverse and progressively more responsible health care and/or related administrative experience
- Experience in management of behavioral health issues and associated regulatory requirements

- Experience in developing and implementing effective operational and financial systems and controls
- Experience in a competitive market

**Knowledge/Skills:**

- In-depth knowledge and experience in developing, implementing and managing administrative systems to support divisional/departmental mission, goals and objectives.
- Demonstrated ability to manage people in setting goals, giving appropriate support, evaluating, directing, and holding employees accountable while maintaining high morale and productivity.
- Excellent communication skills: ability to interact with people in a meaningful way at all levels in the operating division, system, health care industry, and community.
- Articulate, able to listen, and responsive to legitimate concerns.
- Must have a thorough understanding of current developments and trends in healthcare management and areas of defined accountability

**PREFERRED LEADER PROFILE:**

Demonstrates the ability to act consistently with our Preferred Employee Profile, exemplify our core organizational values and exhibit the leadership competencies outlined in the Preferred Leader Profile.

**GENERAL ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS**

1. Direct, manage and guide the assigned functions including planning, budgeting, control and management/development of subordinate staff.
2. Coordinate all defined areas of accountability for the hospital to optimize services and costs.
3. Working with peers, medical staff, and other leaders and groups, helps develop long-range plans. Contributes to the development of the overall corporate business plan through proposing and advocating new opportunities.
4. Responsible for demonstrating and maintaining executive behavior and performance.

**The above accountabilities represent work performed by this position and are not all-inclusive. The omission of a specific accountability will not preclude it from the position if the work is similar, related, or a logical extension of the position.**

## PHYSICAL FUNCTIONS OF JOB

**JOB TITLE:** VP, UNITY CENTER FOR BEHAVIORAL HEALTH

**DEPT:** ADMINISTRATION

**JOB CODE** 08326

Indicate which of the following physical functions are required to perform the essential functions of the job. Answer any additional questions, fill in appropriate blanks and add additional comments as needed to help understand the physical requirements.

Check if essential function	ACTIVITY	FREQUENCY						
		Continually Hourly +	Frequently Daily	Occasional Weekly	Rarely Monthly+	Comments		
	<b>POSITION - MOVEMENT</b>							
X	Standing		X					
X	Sitting-up to 1/2 hour		X					
X	Moving about work area		X					
	Bending Forward							
	Stoop Position - 1 min.							
	Climbing stairs - 1 Floor			X				
	Crawling-hands & knees							
	Reaching overhead			X				
	<b>LIFTING STRENGTHS</b>					Indicate number of lbs.		
	Lifting			X		15		
	Patient Lifting							
	Lifting/Pushing Overhead			X				
	Moving carts, etc.							
	Carry items:			X		Wt: Size: Distance:		
	<b>DEXTERITY-COORDINATION</b>					Comments (below)		
X	Keyboard Operation		X					
X	Rapid-mental/hand/eye cord		X					
	Operation of motor vehicle							
	<b>SPEECH &amp; HEARING</b>					Activity Required		
X	Clear & audible speaking voice							
X	Correctable vision	To read: (size print) 12pt Other:						
	Distinguish colors	Yes: No:						
	Distinguish shades							
	Depth perception	Describe:						
X	Ability to hear	Normal speech level:X			Whispered level:			
	Other specific hearing req.	Describe:						
<b>ENVIRONMENTAL FACTORS (EXPOSURE TO)</b>								
Exposure	Item	Frequency	Exposure	Item	Frequency	Exposure	Item	Frequency
	Heat			Dust			Uneven area	
	Cold			Smoke			Ladder/Scaf.	
	Humidity			Vibration			Radiation	
	Wet area			Chemical sol.				
	Noise			Slippery area				
OSHA Blood/Body fluid (BBF) exposure category:		<input type="checkbox"/> 1 = High risk probability of exposure BBF <input checked="" type="checkbox"/> 2 = Possible risk of exposure BBF <input type="checkbox"/> 3 = No risk of exposure BBF						
Other Comments:								

